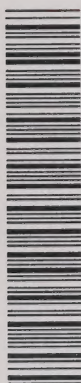


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CANADA

RULES AND REGULATIONS

ROYAL CANADIAN MOUNTED POLICE



1928



ROYAL CANADIAN MOUNTED POLICE  
OFFICE OF THE COMMISSIONER,  
HEADQUARTERS,

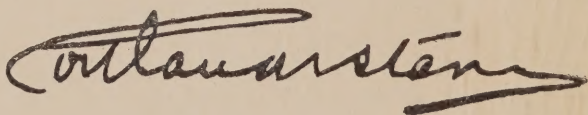
OTTAWA, ONT., October 1, 1928.

This volume contains "Rules and Regulations, 1928," for the government and guidance of the R.C.M. Police Force. These Rules and Regulations are divided into three parts, for the purpose of convenience, as set out in the preface.

When reference is made to these Regulations in official correspondence, the paragraph number is to be quoted.

Officers Commanding will be held responsible that the Rules and Regulations are strictly observed.

Members of the Force are expected to interpret them reasonably and intelligently with due regard to the interests of the Force.

A handwritten signature in dark ink, appearing to read "C. A. Stewart", with a long horizontal flourish extending to the right.

*Commissioner, R.C.M. Police.*







Gov. Doc. *Canada. Royal Canadian*  
Can. *Mounted Police.*  
R.

RULES AND REGULATIONS

FOR THE

GOVERNMENT AND GUIDANCE

OF THE

Royal Canadian Mounted  
Police Force

1928



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OTTAWA  
F. A. ACLAND  
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY  
1928

## ERRATA

Page 14, Para. 35. Second line, read "trumpeter" instead of "bugler".

Page 57, Para. 329. Fifth line, read "Chevrons, gold on red—3", instead of "Chevrons, gold, or red—2."

Page 63, Para. 366, add "when authorized by the Commissioner" immediately after the word "household".

Page 64, Para. 375. Fifth line. Insert "except in "A" Division" after word "however."

Page 222, Para. 2124. 2nd and 3rd lines, read "Non-Commissioned Officers & Constables" instead of "Officers and other ranks".



P.C. 999

AT THE GOVERNMENT HOUSE AT OTTAWA

WEDNESDAY, the 20th day of June, 1928.


PRESENT:

HIS EXCELLENCY THE GOVERNOR GENERAL  
IN COUNCIL

His Excellency the Governor General in Council, on the recommendation of the Minister of Justice and under and by virtue of the provisions of the Royal Canadian Mounted Police Act, being Chapter 160 of the Revised Statutes of Canada, 1927, is pleased to make the annexed Rules and Regulations for the Government and guidance of the Royal Canadian Mounted Police, and they are hereby made and established, with effect from the 1st day of October, 1928; the said Rules and Regulations to supersede the Rules and Regulations of the Royal Canadian Mounted Police, 1909 and all amendments thereto, which are hereby cancelled as of and from the said 1st day of October, 1928.

E. J. LEMAIRE,  
*Clerk of the Privy Council.*





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# ROYAL CANADIAN MOUNTED POLICE

## RULES AND REGULATIONS, 1928

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### PREFACE

For the sake of convenience the Royal Canadian Mounted Police Rules and Regulations are divided into the following parts:—

- PART 1. Containing Rules and Regulations based upon the provisions of the Royal Canadian Mounted Police Act, which empowers the Governor in Council to make certain regulations, and which will require an Order in Council to amend, with the exception of such paragraphs as may vest in the Minister in control of the Force or the Commissioner, powers or responsibilities whereby they may make amendments on their own authority, consistent with the Royal Canadian Mounted Police Act and these regulations.
- PART 2. Containing General Standing Orders and Regulations for the guidance of all members of the Force, respecting duties and interior economy principally, and which may be amended by General Order of the Commissioner, when such order is not inconsistent with the Royal Canadian Police Act or these regulations.
- PART 3. Containing appendices for the instruction and general information of members of the Royal Canadian Mounted Police, which may be amended by General or other order of the Commissioner.





# **The Rules and Regulations for The Government and Guidance of The Royal Canadian Mounted Police Force of Canada**

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## **PART I**

### **SECTION 1.—ORGANIZATION AND ESTABLISHMENT**

#### **Organization and distribution**

1. In this section, the term "Division" refers to the unit of personnel, and "District" to area.

2. The Force may be divided into Divisions, designed alphabetically, or in such other manner as the Minister shall direct. The Division shall be of such strength, with an officer Commanding and such other officers as the Minister may decide.

3. The Provinces and Territories of the Dominion of Canada shall be divided into districts for police purposes, and the Minister may assign one or more Divisions to each police district, and the senior combatant officer in the district will be in command thereof.

4. Whenever it is found inexpedient to detail a division to any police district, the Minister may assign an officer and such strength as may be required to such district from another division.

5. The Headquarters in any district shall be at such point as may be designated or ordered by the Minister.

6. The Force serving in any district may be distributed by the Commissioner at such points, and in such strength as he considers necessary, and any point occupied temporarily or permanently shall be considered a police post within the meaning of the Act, and any commissioned officer temporarily or permanently in command at any such post shall be deemed to be the Commanding Officer of the post.

7. Each district may be divided into sub-districts by the Commissioner, with an officer in command thereof.

### **Headquarters of the Force**

8. The Headquarters of the Force shall be at such Place as the Governor in Council from time to time appoints, and the organization of the Headquarters Staff shall be as the Commissioner may from time to time direct.

9. A Medical Branch of the Headquarters Staff, under the direction of the Commissioner may be maintained at the Headquarters of the Force.

(a) The organization of this branch will be such as may be authorized by the Commissioner from time to time.

### **Strength and Establishment**

10. In accordance with Section 8 of the R.C.M. Police Act, Chap. 160, R.S.C. 1927, the Governor in Council directs that the strength and establishment of the Force shall be as may be authorized by the Minister in control of the Force and are governed by the amount voted by Parliament for the Police service.

## **SECTION 2.—GENERAL AND STANDING ORDERS, APPOINTMENT AND ENGAGEMENT, RANKS AND PRECEDENCE, PROMOTION, COMMAND, SERVICE**

### **General Orders**

20. The Commissioner shall publish General Orders, which may be signed by the Adjutant, generally for such matters and things concerning the government, discipline and guidance of the Force, as are not inconsistent with the Statutes or these regulations

21. They will be issued in two parts, Part (1), will deal with matters not specified in Part (2), Part 2 will deal with subjects relating to pay, appointments, promotions, transfers, retirements, discipline, punishments, horses.

22. They shall be numbered consecutively, commencing with one (1) and must be quoted or referred to by number. They will be re-numbered every ten years, or as the Commissioner may direct.

23. Copies of the General Orders issued will be forwarded at the end of each week to the District and Division Com-

manding Officers, who will cause them to be circulated throughout all posts in their districts.

**24.** Copies of General Orders for isolated detachments in the Eastern Arctic and Hudson's Bay will be placed in an envelope at Headquarters to be ready for mailing whenever opportunity offers. The Western Arctic detachments will be supplied through the Division Officer Commanding, who will be furnished with sufficient copies.

**25.** General Orders of a permanent character and those affecting a Division are to be republished in the Local Order Book. See Para. (708).

**26.** Ignorance of published orders will not be admitted as an excuse for their non-observance.

**27.** The receipt of General Orders is to be acknowledged forthwith.

**28.** General Orders will include the following:

- (a) All additions to the strength and posting to a Division of every member of the Force, joining and rejoining and of all horses purchased.
- (b) All removals of officers, N.C. Officers, men and horses from the strength.
- (c) Transfers of officers, N.C. Officers, men and horses.
- (d) All offences involving imprisonment or fine, or both, dismissals, reductions, appeals, mitigation or remission of sentences, reversion in rank.
- (e) Promotions and appointments.
- (f) Pay, extra pay.
- (g) Establishment of detachments.
- (h) Extra ration allowances.
- (i) Leave of absence and furlough.
- (j) Awarding of musketry and revolver badges.
- (k) Orders adding to or amending existing regulations.
- (l) Orders of a permanent character.
- (m) Commendations for duties well performed.

### **Standing Orders**

**29.** Standing Orders are General Orders of a permanent nature. They will be abstracted from time to time from General Orders and added to the "Standing Orders" already published.

**30.** Standing Orders may be amended or cancelled by General Order of the Commissioner, when not inconsistent with the Police Act or these regulations.



## APPOINTMENTS, ENGAGEMENTS AND RE-ENGAGEMENTS

### General Instructions

**31.** No officer or constable shall be appointed to the Force unless he is of sound constitution, active and able-bodied, of good character and between the ages of eighteen and forty years, nor unless he is able to read and write either the English or French language.

**32.** All candidates must be British subjects.

**33.** Married men will not be engaged except for "A" Division, Ottawa, and in such other circumstances as the Government or Commissioner may deem necessary.

**34.** All engagements and re-engagements shall be published in General Orders.

**35.** Regimental numbers shall be assigned to all constables and buglers on original engagement in General Orders.

**36.** In preparing engagement and re-engagement forms, Forms 72, 72a and 72b, must be witnessed by an officer of the Force or a Justice of the Peace.

**37.** When engaging a recruit, should there be any doubt that he is under eighteen years of age, he will be required to sign a statutory declaration, and if under the age of eighteen years, the consent of his parents or guardians must be obtained before he will be accepted.

**38.** Where a medical report of the examination of an applicant for engagement or re-engagement discloses some disease, or cause which might necessitate the subsequent invaliding of the applicant, he will be required to sign the usual agreement (Form 142) releasing the Government from any claim on his part should he be invalidated from the causes or diseases specified in the said Medical Report.

### Appointment of Officers

**40.** Appointments to the commissioned ranks of the Force are made from the following sources:—

- (a) Non-Commissioned Officers of the Force,
- (b) Officers of the Active Militia of Canada,
- (c) Graduates of the Royal Military College, Kingston, Ont.
- (d) Such other source as the Governor in Council shall direct.

41. Every Officer on appointment, other than on promotion from the ranks, will report to the Commissioner at Headquarters, and will be attached to the "Depot" for instruction in his duties.

### **Special Appointments**

#### **STAFF OFFICERS**

42. The Commissioner may appoint on his staff from among officers:

- An Adjutant,
- A supply Officer,
- A Director of Criminal Investigation,
- An Officer in charge of Finger Prints.

For duties of these officers see Part 2, paragraphs (830) to (851).

### **Appointment of Acting Medical and Veterinary Officers**

#### **ACTING SURGEONS, ACTING ASSISTANT SURGEONS, ACTING VETERINARY SURGEONS AND ACTING ASSISTANT VETERINARY SURGEONS**

43. The Minister in control of the Force may authorize arrangements with any surgeon or Veterinary Surgeon to perform the respective duties of Acting Surgeon, Acting Assistant Surgeon, or Acting Veterinary Surgeon and Acting Assistant Veterinary Surgeon for the Force, or for any portions or detachments thereof, and may pay reasonable and proper remuneration, on a monthly basis for any services so rendered, but the services of such Acting Surgeons, Acting Assistant Surgeon, or Acting Veterinary Surgeons and Acting Assistant Veterinary Surgeons shall not entitle them to pension.

For duties of these officers, see Part 2, paragraphs (895) to (915), and 1032 to 1039, respectively.

### **Engagement of Constables**

45. Candidates for engagement in the Force must make formal application to the Commissioner on Form 114, and they will be held responsible that any statement made therein is true.

46. If after engagement the statement or any of them are found to be false, the Commissioner may dismiss the man from the Force, in addition to the penalty mentioned in Section 39 of the Act.

47. All applications for engagement must be accompanied by satisfactory certificates of character.

48. The applicant will be required to pass a medical examination before a surgeon of the Force, or surgeon appointed for the purpose, who will certify that he is mentally and physically sound, that he is up to the standard required and that he is fit for service.

49. The minimum height is 5 feet 10 inches for the dismounted branch of the Force, which affords police protection to Government buildings and dockyards; and 5 feet 8 inches for the mounted branch. The minimum chest measurement 35 inches and the maximum weight 175 pounds.

50. If accepted he will be required to sign an engagement (Form 72) and take the oaths of allegiance and office (Form 71) also to subscribe to the conditions of discharge (Form 72B). Form 71 must be taken before a Justice of the Peace or before an officer who has the powers of a Justice of the Peace.

51. The term of first engagement for a constable or trumpeter shall be for three years.

52. The following documents, properly executed, must be forwarded to the Commissioner, in single copy, in connection with an original engagement of a constable or trumpeter:—

Form No.	Name
114	Memorandum application form for recruits and testimonials.
59	Description of recruit.
65	Medical examination.
71	Oaths of allegiance and office.
72	Engagement.
72B	Agreement of conditions of discharge by purchase or invaliding.
142	Agreement of release of claim (If found necessary after medical examination).
53	Every constable, on engagement, will be posted to the "Depot" Division, (except as otherwise thought advisable by the Commissioner) for instruction and training in his duties, and is not, except when authorized by the Commissioner, to be employed on any Police work until he has qualified.

### RE-ENGAGEMENT, CONTINUOUS SERVICE

54. Re-engagement for continuous service, may be for the following terms, if approved by the Commissioner.

(a) For 1 year,

(b) For two years for Non-Commissioned officers or constables proceeding to the North West Territories or Arctic regions,

(c) For three years.

**55.** Application for re-engagement (Form 72A) must be forwarded to the Commissioner one month prior to the expiry of applicant's term of engagement, and must be accompanied by Form 65, Medical examination.

**56.** The re-engagement documents for N.C. Officers and men who re-engage without leaving the Force, shall consist of the following, which must be forwarded to the Commissioner in single copy:

Form No.	Name
72A	Re-engagement.
65	Medical examination.
72B	Agreement of conditions of discharge by purchase or invaliding.
142	Agreement of release of claim (if found necessary after medical examination).

### Re-engagement After Discharge

**57.** Re-engagement after discharge may be for the following terms, if approved by the Commissioner:—

(a) For one, two or three years, if applicant has served more than one year of original engagement.

**58.** In the case of ex-members of the Force desirous of re-engaging, their application together with the medical examination (Form 65), must be forwarded to the Commissioner and if approved, Form 72 must be used for such re-engagement and they will be required to take the oaths of allegiance and office, as required by paragraph 50.

(a) The following documents will therefore be required, in single copy, by the Commissioner in this case, if the engagement is approved.

Form No.	Name
114	Memorandum application form for recruits.
59	Description of recruit.
65	Medical examination.
71	Oaths of allegiance and office.
72	Engagement form.
72B	Agreement of conditions of discharge by purchase or invaliding.
142	Agreement of release of claim—if found necessary after medical examination.



### Special Constables and Scouts

**60.** Special Constables may be engaged by authority of the Commissioner, to perform the duties of artisans, clerks, cooks, stenographers, scouts on Indian Reserves, tailors, engineers and for general duty, or for any other purpose in the public interest, at such rates of pay as are authorized by the Minister, for such periods as they may be required, and they may be dismissed or discharged for any cause prior to the expiration of the term of engagement.

**61.** Special Constables and Scouts will not be required to pass a medical examination, but they will sign the engagement Form 72 and subscribe to the oaths of allegiance and office Form 71.

**62.** Form 72C "Acquittance claim for special constables on engagement" to be used for all special constables engaged.

**63.** The following forms, properly executed, must be forwarded to the Commissioner in single copy:

Form No.	Name
71	Oaths of Allegiance and Office.
72	Engagement.
72C	Acquittance claim for Special Constable on engagement.

### Supernumerary Special Constables

**65.** The Commissioner may appoint Special Constables supernumerary to the strength of the Force, without pay, for a period not to exceed 12 months at a time, for the purpose of maintaining law and order on Indian Reserves at the request of the Department of Indian Affairs.

**66.** He may also make such arrangements for the purpose of conferring the powers of a Constable upon an appointee, in any case in which he considers it necessary, or in the public interest.

**67.** Supernumerary special constables are supernumerary to the ordinary strength of the Force, and their appointment will not be published in General Orders, neither does their appointment entitle them to any pecuniary benefits or privileges as members of the Force.

**68.** They are not entitled to wear the uniform of the Force and their duties are confined to those specifically mentioned in their appointments.

**69.** Their certificates of appointment are valid only so long as they are in good standing and may be revoked by the Commissioner at any time.

**70.** Appointees as Supernumerary Special Constables will be required to subscribe to the oaths of Allegiance and Office. Form No. 71.

## **RANKS AND PRECEDENCE**

### **Officers**

**72.** Officers of the Force shall hold rank according to the following classifications and will take precedence according to seniority in the order named:—

Commissioner,  
 Assistant Commissioner,  
 Senior Superintendent with 5 years' service,  
 Surgeon with 20 years' service,  
 Superintendent,  
 Senior Inspector with 15 years' service,  
 Surgeon with 10 years' service,  
 Veterinary Surgeon with 15 years' service,  
 Inspector with 5 years' service,  
 Surgeon,  
 Veterinary Surgeon with 5 years' service,  
 Inspector,  
 Assistant Surgeon,  
 Veterinary Surgeon,  
 Assistant Veterinary Surgeon.

The foregoing is subject to the provisions of Paragraph (102).

### **Relative Rank when Serving with the Militia**

**74.** Under section 10 of the Police Act, subsection (2), the Governor in Council shall have power to prescribe the rank and seniority in the Militia which Officers of the Force shall hold, for the purpose of seniority and command, when they are serving with the Militia.

### **Honorary Ranks when not Serving with the Militia**

**75.** Under Para. 217a of the King's Regulations and Orders for the Canadian Militia, 1917, the following honorary ranks have been granted to officers of the R.C.M. Police:—

Commissioner.. . . .	Colonel,
Asst. Commissioner.. . . .	Lieut. Colonel,
Superintendent, the senior with 5 years' service.. . . .	Lieut. Colonel,

Superintendents.. . . . .	Major,
Inspector, the senior with 15 years' service..	Major,
Inspectors with 5 years' service.. . . .	Captain,
Inspectors with less than 5 years' service.. .	Lieutenant,
Surgeon with 20 years' service.. . . .	Lieut. Colonel,
Surgeon with 10 years' service.. . . .	Major,
Surgeon with less than 10 years' service.. .	Captain,
Veterinary Surgeon with less than 5 years' service.. . . . .	Lieutenant.

### Non-Commissioned Officers and Constables

76. Non-Commissioned Officers and Constables of the Force shall be granted ranks according to the following classifications and will take precedence, according to seniority, in the order named:—

(a) Staff-Sergeants—

Sergeant-Major,  
Staff Sergeant-Major Clerk (for Headquarters),  
Detective Staff Sergeant,  
Quartermaster Sergeant,  
Medical Staff Sergeant (for Headquarters),  
Veterinary Staff Sergeants,  
Farrier Staff Sergeant,  
Other Staff Sergeants.

(b) Other Non-Commissioned Officers and men—

Sergeants,  
Corporals,  
Constables,  
Trumpeters,  
Special Constables,

(c) Positions held by non-commissioned officers and men such as—

Staff Sergeant Major Clerk,  
Quartermaster Sergeant,  
Instructor,  
Orderly Room N. C. Officer,  
Veterinary N. C. Officer,  
Provost N. C. Officer,  
Detective N. C. Officer,  
Farrier N. C. Officer,

are appointments, and the rank allowed or granted in such cases can only be held while the Non-Commissioned Officer or constable occupies the appointment, provided it was specially granted in General Orders for the particular position. At the termination of these appointments the appointees will resume the straight duty rank held prior to such appointments or employment.

**77.** In all cases where a non-commissioned officer, upon relinquishing Staff appointment, is permitted by the Commissioner to retain rank, the fact will be published in General Orders and Seniority stated.

**78.** Hospital stewards, Medical, Veterinary and other non-commissioned officers holding rank on account of special or particular qualifications will not assume charge of parades or detachments at which they may be present or detailed.

## PROMOTION

**80.** The selection of only the very best men in the Force for promotion to non-commissioned rank is a matter of vital importance to the whole corps, and therefore a detailed report is necessary from Division Commanders upon the men recommended.

**81.** No man should be recommended who is not possessed of good common sense, and who does not, seem to be a man likely to enforce prompt obedience from his subordinates.

**82.** In the case of Constables, the length of service a man has had in the Force, his present employment and the nature of the same, during the six months prior to his being recommended for promotion must be stated.

**83.** No Constable should reach non-commissioned rank who is not a drilled, smart, well set up man, who has a good all round knowledge of his work, particularly Constabulary duties.

**84.** As far as possible, N.C. Officers should be able to impart instruction in foot and mounted drill.

**85.** Any N.C. Officer should be able to drill a squad to the end of Squad drill, give details for mounting and dismounting with arms, etc.

**86.** At inspections, Division Commanders should call particular attention to N.C. Officers and men whom they have recommended for promotion, with a view to their being examined.

**87.** Promotion to the effective rank of N.C. Officer is only to be made by or with the authority of the Commissioner.

**88.** Non-Commissioned Officers who are confirmed in their respective ranks will appear on the Seniority Roll of Non-Commissioned officers.



**89.** The names of Non-Commissioned officers given acting rank, or given rank while holding special employment, will appear on a separate roll. Should they, at any time, be confirmed in the rank given them as above, they will appear on the Seniority Roll of Non-Commissioned Officers from the date of confirmation.

**90.** It is essential that a N.C. Officer should be impartial in the exercise of his authority, temperate in his language and kind in his behaviour towards the men. He must be clear and firm in giving his orders, and never overlook anything irregular or disorderly, or permit a reply on points of duty.

**91.** N.C. Officers must pay particular attention to their dress, be circumspect in their conduct and must not habitually associate with or allow any familiarity on the part of the men, as the moment they do so their authority ceases.

**92.** They are forbidden to borrow from or to loan or advance money to Constables, without the knowledge of the Division Commander or Officer in command of the detachment to which they belong

**93.** They must be thoroughly acquainted with all local and permanent orders and with the drill regulations.

**94.** N.C. Officers are to report any irregularities or misconduct to the Sergeant Major.

**95.** N.C. Offices in charge of Barrack Rooms are responsible for their cleanliness and good order, and are to be careful in taking over stores, etc., to see that they are correct according to the inventories.

**96.** Close supervision should be kept over acting N.C. Officers and every facility given them for acquiring full knowledge of their duties, and a man who does not prove his fitness, should be unhesitatingly reverted.

(a) No charge need be laid for this, and reversion from acting rank, because of unsuitability for the position, should not entail an entry in the defaulter's book.

**97.** N.C. Officers may, with the Commissioner's consent, resign their rank, or revert to the rank or position they previously held, but they will not be allowed to do so in order to escape trial for an offence.

(a) All applications of this character must be in writing and forwarded to the Commissioner with the Division Commanding Officers remarks noted thereon.

## COMMAND

**100.** The function of command is to be exercised by the senior combatant officer, except in cases where an officer has been specially appointed to the command of a District, Sub-District or Post.

**101.** All officers doing duty shall take rank in accordance with the latest seniority list.

**102.** Officers of the Medical and Veterinary Sections will not be entitled to exercise any command outside of their respective sections, except over such officers, non-commissioned officers and men as may be attached thereto for duty.

**103.** Officers of the Medical Section will have command, however over all patients in police hospitals.

**104.** An officer in temporary command is not to issue any Standing Order, or cancel or in any way depart from the routine established, without authority from the Commissioner.

**105.** When an Officer Commanding is compulsorily absent from a post through any cause which has not been foreseen or reported to Headquarters, and there is no other commissioned officer at the post, the senior non-commissioned officer will assume the responsibilities and functions of an officer in temporary command, and will act in accordance with the terms of the preceding paragraph, and will promptly report to Headquarters by telegram the circumstances and cause of the absence of his officer Commanding, if known, and will continue to act in his stead until relieved by a Commissioned Officer.

## SERVICE

**106.** Periods of service for all ranks for pension or other purposes are confined to those permitted by the R.C.M. Police Act, these regulations, and rulings thereon by the Department of Justice.

**107.** For instructions regarding counting of time served while under sentence of imprisonment, or absence through desertion, etc., see Paragraphs (109) and (1963 to 1970), covering pay during imprisonment and pay of deserters.

### Calculation of Service

**108.** A year of service reckons from, say the 9th June, 1921, to the 8th June, 1922, both dates inclusive, and for this purpose a year consists of 365 days, no notice being taken of leap year, except in the pay of N.C.O.'s and men, who are paid for the extra day in a leap year.

**109.** In calculating service of N.C.O.'s and men, only sentences of imprisonment of more than one month, for any one offence, are not counted as service, and Form 54 should record the actual service of three years, and the periods lost by desertion and imprisonment as follows:—

Constable from 1st Jan., 1921, to 1st March, 1922.. . . . .	1 year, 60 days
Corporal from 2nd March, 1922, to 31 Dec., 1922.. . . . .	305 days
Absent as deserter from 1st Jan., 1923, to 31st Jan., 1923.. . . . .	31 days
In Guard Room from 1st Feb., 1923, to 30th June, 1923.. . . . .	150 days
As Constable from 1st July, 1923, to 30th June, 1924.. . . . .	1 year

Total service, actual, 3 years.. . . . 3 yrs., 181 days

Total time lost.. . . . 181 days

### RETIREMENT AND DISCHARGE

#### Retirement—Officers

**110.** The terms of retirement for officers are those set forth under sections 44 to 64 of the Police Act and amendments.

#### Discharge Non-Commissioned Officers and Constables

**111.** Discharges of non-commissioned officers and constables are made under the following classifications:

- |                   |                    |
|-------------------|--------------------|
| (a) Pension,      | (e) Unsuitability, |
| (b) Time expired, | (f) Inefficiency,  |
| (c) Invaliding,   | (g) Dismissal,     |
| (d) Purchase,     | (h) Deceased.      |

(For regulations regarding public monies due by Non-Commissioned Officers and Constables on discharge, see para. 688.)

#### Boards of Discharge

**113.** A Board of Discharge composed of not less than two officers is to be held in the case of every man discharged from the Force for any cause whatever, as a means of verifying and

recording the particulars of service for future reference, and the original proceedings will be forwarded to the Commissioner, approved, or otherwise, by the Officer Commanding.

**114.** Form 54 will be used for this purpose and also in the case of deserters, and is to be prepared strictly in accordance with the instructions on the back thereof, and be accompanied by Form 54a, instructions for compiling which will be found under "Disposal of kits of N.C.O's and Constables, discharged, deceased and deserted" paragraphs (380 to 385).

**115.** A man's whole service from date of engagement to final discharge, must be shown on the board, notwithstanding the fact that he may have been previously discharged and re-engaged after an interval of absence. Engagements and re-engagements should be shown in the left hand column of the space reserved for that purpose, and discharges with date and cause, should be noted in the opposite column in the proper order.

**116.** The Board will enquire whether the man has any further claims for pay, clothing or compensation. His answer will be entered in the column (Form 54) set apart for that purpose, and he will be required to sign the same.

**117.** Full enquiry will be made into the matter of any claim and the result attached to the board.

**118.** A Constable undergoing imprisonment and sentenced to dismissal on the expiration thereof, will be discharged on the last day of his imprisonment, and his services will be calculated to that date inclusive, i.e., a man sentenced on the 10th May to imprisonment with dismissal for one month would be discharged on the 9th June following.

**119.** In the case of men who have died while serving, a board will be convened (Form 54) in order that their services may be recorded and their accounts adjusted.

**120.** Discharge documents must bear the full Christian name or names and not merely the initials of the person referred to. They must also show the regimental numbers.

**121.** Discharge certificates, Form 84, must only be issued for the period not already covered by one.

**122.** Non-Commissioned officers or men discharged for any reason whatever and deserters must be shown as settled up with, to and including the date on which they will be struck off in General Orders.



- (a) For example: If a man is discharged, dies or deserts on the 5th June, 1926, he will be shown for 5 days' pay and will be struck off in General Orders on the 5th day of June, 1926.

**123.** The following definitions of character only are to be used, one of which may be given to non-commissioned officers and constables on discharge from the Force:—

- |                |                  |
|----------------|------------------|
| (a) Exemplary, | (e) Indifferent, |
| (b) Very good, | (f) Bad,         |
| (c) Good,      | (g) Very bad.    |
| (d) Fair,      |                  |

**124.** When a character lower than "Indifferent" is given on Discharge Board (Form 54) the character portion of "The Certificate of Discharge" (Form 64) will be cut off.

**125.** No character shall be given for a period of service under three months.

### **Discharge to Pension**

**130.** The terms of discharge to pension for non-commissioned officers and constables are set forth under sections 65 to 75 of the Police Act and amendments. For calculation of service see paragraph 108.

**131.** Boards of Officers certifying to the conduct of men applying for pension should not be guided solely by the record of the defaulter sheet, but in summarizing the character to be awarded for a complete term of service, should take into consideration good services rendered by the applicant.

**132.** All Pension Boards (Form 158 in duplicate) will be held at Headquarters, ordinary Discharge Board proceedings, Forms 54 and 54a to be rendered by Divisions in the manner already prescribed.

**133.** N.C. Officers and men discharged to pension may be granted free transportation for themselves, only, to any point within the Dominion, provided that the cost of such transportation does not exceed the cost of the through rate to the Headquarters of the Force or place of their engagement. Free transportation will be effected by means of a transport requisition and no cash equivalent, in whole or in part, can be granted. See also para. 151. For disposal of kit see para. 385.

### **Discharge—Time expired**

**134.** Form 54 will be used for this purpose. For disposal of kit see para. 385.

## Discharge by invaliding

### INJURIES—GENERAL

**135.** When a member of the Force has become injured from any cause, the fact is to be immediately brought to the notice of the Officer Commanding, who will cause an enquiry to be held without delay into the circumstances in which the injury was received. A full report of the enquiry is to be forwarded to the Commissioner for his information, to be followed by a Board as soon as the extent of the injury can be decided upon.

**136.** In the case of members of the Force, who, from any cause have become injured or permanently incapacitated from further service in the Force, a full report of each case accompanied by a copy of the man's medical history sheet, Form 97, is to be rendered in triplicate to the Commissioner, for his instructions thereon.

### Invaliding

**137.** When necessary a medical, invaliding or compensation board will assemble at the Headquarters of the Division concerned, for the purpose of examining and reporting upon any case of invaliding

**138.** The constitution of these boards will be as follows:—

1. President—The Medical Officer of the Division.
2. Member—A member of the Board of Pension Commissioners for Canada. If not available, a qualified medical practitioner.

3. Member—A qualified medical practitioner.

(a) Except at Headquarters, Ottawa, where the Commissioner may make the President and one member of the board to be police Surgeons or Acting Assistant Surgeons if available.

**139.** The fee for civilian medical practitioners sitting as members of such Boards is \$5.

**140.** The Medical Officers, as aforesaid, will come to such conclusion on each case as the medical history of the patient and their own experience and judgment may dictate, and will recommend that the patient be discharged from the Force, or be relegated to a further term of hospital treatment.

**141.** Their conclusion must necessarily be unanimous, and it will be final, except in circumstances where a non-Commissioned Officer or Constable has become unfit for further service through disease or other illness not sustained while in

the performance of duty, and who in the opinion of the Commissioner and Minister of the Force has already been given reasonable medical treatment at the public expense. Their conclusions will be reduced to writing on Form 157.

**142.** The proceedings, in triplicate, together with a copy of the man's medical history sheet (Form No. 97) also in triplicate, must be submitted by the Officer Commanding to the Commissioner for his approval or otherwise.

**143.** After approval of the Medical proceedings by the Commissioner, the usual Discharge Board will be convened to verify and record service, Form 54 being used.

**144.** Non-Commissioned Officers and Constables of over 10 years service, who, have become permanently incapacitated from further service in the Force will be invalided and granted a pension in accordance with the terms and conditions of Section 66 of the Police Act and amendments.

**145.** Non-Commissioned Officers and Constables of less than 10 years service, who from any cause other than through injuries sustained in the performance of duty, become permanently incapacitated from further service, have no claim upon the Government.

**146.** Proceedings of the Medical Boards upon men of less than 10 years service will contain no recommendation for compensation except for incapacity, which is directly attributable to injuries or hardships sustained in the performance of duty in the Force, in which cases, recommendations for compensation must contain the Board's estimation of percentage of disability.

**147.** All medical boards on men who are subject to be invalided from the Force, on account of physical infirmity, must bear an expression of opinion from the members of the Board as to whether the infirmity or disease was:—

- (a) Brought about or contributed to by default or vicious habits.
- (b) Caused through hardship or other specific source while serving in the Force.

**148.** The proceedings of all medical boards on members of the Force shall be regarded as strictly confidential.

**149.** Each man appearing before a medical board will be asked if he has any complaint or representations to make with respect to the finding of the medical officers, and if he

has any claims to put forward in connection therewith, his statements in reply will be taken down in writing and he will be required to append his signature thereto.

**150.** In the event of a claim for compensation being put forward, a board of officers will inquire fully into the circumstances of the case, and may adjourn their sitting if it should appear advisable to procure evidence which has not hitherto been obtained. The proceedings to be attached to the Board Form 54.

**151.** Invalids discharged from any cause whatever will be provided with railway transportation from the point of discharge to the place of their engagement, or to any other place within the Dominion at a not greater cost than the through rate to such place of engagement. It is understood that this transport will be effected by a railway transport requisition and that under no circumstances can its equivalent cost in cash, either in whole or in part, be granted.

**152.** A uniform travelling subsistence allowance of five dollars will be given to all invalids to enable them to reach their destination, if necessary.

**153.** When men are invalided in the winter, discretion, is vested in the Division Commander upon the recommendation of the Medical Officer, as to allowing them to retain a fur cap and buckskin mitts. For disposal of kit, see paras. 380 to 384, and also para. 1939.

### **Discharge by Purchase**

**155.** Discharge by purchase is a privilege which may be granted by the Commissioner when he considers that such discharge will not effect the efficiency of the Force, on the following terms:—

- (a) Under three months service, on payment of \$75 and to refund such expenses incurred on the applicant's behalf as the Commissioner may decide.
- (b) Over three months service \$5 for each month of the unexpired service, but in no case shall the amount be less than \$75.
- (c) For portions of a month, if under fifteen days \$2.50 shall be charged, and for fifteen days or over \$5.

**156.** The Commissioner of the Force may waive the requirements of the three last preceding sub-sections in the cases of members of "A" Division, Ottawa, only, who have



one years service or over, and may grant a free discharge upon application therefor being made at least one month in advance. but this privilege will not interfere in any way with the powers of the Commissioner to summarily discharge any member of that Division, without notice, for sufficient cause under these Rules and Regulations.

**157.** When submitting to Headquarters applications for discharge by purchase, Officers Commanding will report whether the application can be granted forthwith, insofar as his Division is concerned, without any inconvenience resulting to the public service. For example, it shall be stated if the applicant is required, as a witness in a criminal case awaiting trial, or if he is required to complete reports, returns, or to account for Government funds, etc.

**158.** The amount of purchase money and the disposal thereof must be entered under "Remarks of Board and Commissioner" on Form 54. For manner of refunding amount to credit of the Receiver General see paras. 685-689. For articles of uniform to be retained see paras. 380-384. See also para, 1969.

### **Discharge by Dismissal**

**161.** When a man is dismissed from the service, he will be allowed to retain underclothing and one pair of boots, socks, etc. (See para. 382). The usual Discharge Board forms will be used Forms 54 & 54a. Instructions regarding his pay will be found under para. (122 & 1963-1965).

### **Discharge through Unsuitability or Inefficiency**

**162.** A man may be discharged as unsuitable and still be of very good character. If the man has a clean defaulters sheet and is plainly unsuited for Police work, his discharge under this heading need not necessarily be a blot on his character. In some respects the same remarks apply to men discharged for inefficiency.

- (a) The usual Discharge Board forms will be used, Forms 54 and 54a.
- (b) Instructions regarding the pay of these men will be found under paras. (122 and 1963-1965). For articles of uniform which may be retained, see paras 380-384.

### **Deceased Members of the Force**

**163.** Upon the death of any member of the Force, a report by telegram is to be sent to the Commissioner, stating the cause, circumstances and place of death. Infor-

mation is to be furnished as to whether the next of kin has been notified, and if not the name and present address thereof, if known. A report is also to be made in writing stating whether the deceased left a will or died intestate. If the former is the case, report the name and address of the beneficiary, and if the latter, the name and address of the next of kin. If the deceased member of the Force is married and the Act permits of a pension to his dependents, give the full name of all such dependents and dates of birth of all the children. A copy of the death certificate is also required where the dependents are eligible for pension.

- (a) The usual discharge board will be issued in all cases of the death of members of the Force. See also paras. 119, 122, 385 and 906.
- (b) Headquarters will issue instructions regarding the disposal of any funds due to estate of deceased members of the Force and under no circumstances are settlements to be made to outside parties or relatives, from district or credit accounts, without permission from Headquarters.

(For funeral expenses, see paras, 2100 to 2101.

## DESERTERS

**165.** Boards are to be convened in the case of deserters immediately after the expiration of seven days illegal absence. Forms 54 and 54a are to be used.

**166.** In the case of deserters, the word "discharged" where it appears immediately after the statement of service on Form 54, viz. "and is now discharged" is to be struck out and the words "Struck off" substituted, so that the sentence will read "and who is now struck off in consequence of having deserted, and is transferred to the deserters' Roll at Headquarters."

**167.** Boards on deserters must be accompanied by a report, in duplicate, of the desertion and all attending circumstances.

**168.** Certificates of desertion (Form 62) must bear the full Christian name or names, and not merely the initials of the person referred to and must accompany Form 54.

**169.** For instructions regarding the pay of deserters, etc see Paras. 122 and 1970. For instructions regarding disposal of deserters' kits, see para. 385.

### **SECTION 3.—PAY AND ALLOWANCES, QUARTERS, MARRIED QUARTERS AND PRIVILEGES, BARRACKS AND BUILDINGS, FUEL AND LIGHT, RATIONS, DOG FEED AND FORAGE**

#### **Pay and Allowances**

**172.** Under authority of Section 20 of the Royal Canadian Mounted Police Act, Chap, 160 of the Revised Statutes of 1927, the Governor in Council may by regulation determine the pay and allowances to be received by the Commissioner and other members of the Royal Canadian Mounted Police Force. (For special instructions regarding paylists and stoppages from pay see paras. 1950 to 1993).

#### **QUARTERS**

##### **Officers' Quarters**

**175.** Officers shall be provided with suitable quarters in accordance with their rank and shall reside in the quarters assigned to them.

**176.** The Commissioner shall reside at the Headquarters of the Force

**177.** The Assistant Commissioners shall reside at such points as may be ordered by the Minister.

**178.** Officers shall have choice of quarters in any post in accordance with their seniority, but officers of the same rank will not be allowed to dispossess each other.

**179.** When Government quarters are not available, the Commissioner may rent such private buildings as may be necessary for the accommodation of officers, at rates as authorized by the Minister. For leases and rentals, see para. 635-642.

**180.** Officers will be responsible for any damage to quarters other than fair wear and tear, and shall make good the same. They will likewise be responsible for all Government stores allotted to the quarters.

**181.** When an officer vacates quarters the Commanding Officer will have them inspected and if any damage, other than fair wear and tear is found, he will assess the same against the officer responsible.

**182.** When an officer is assigned quarters, the Q.M. Sergeant will hand over the quarters and all articles of Government

stores on Form 132, which is to be made out in duplicate, one copy for the officer's quarters and one for the Q.M. Stores, the Officer receipting for the articles on both copies of the form. When an officer vacates quarters he will hand them back to the Q.M. Sergeant and obtain a clearance receipt for the Government stores on Form 132. Should he fail to do so, he will be held responsible for any shortages.

**183.** When boards on barrack furniture are held, it will be sufficient if the board obtains a written statement from officers occupying quarters stating that the articles on Form 132 are in their possession and in good order or otherwise.

**184.** If any articles are added to Form 132 they will be receipted for by the Officer receiving them.

**185.** No alteration in Form 132 is permitted unless initialled by the Q.M. Sergeant.

### **Married Quarters and Privileges**

**187.** Married men are not eligible for engagement, except for "A" Division, or in such special circumstances as the Government or Commissioner may decide. See also (Para. 33).

**188.** Any N.C. Officer or Constable who wishes to be married must obtain the authority of the Commissioner through the usual channels.

**189.** The Commissioner may grant permission to marry to Non-Commissioned Officers of not less than 8 years service and to Constables of not less than 12 years service, provided their record is good and they are recommended by their Commanding Officer. He may also grant such permission to any member of "A" Division, irrespective of service.

**190.** A Non-Commissioned Officer or Constable who is married is not entitled to any privilege on that account, but "married privileges"—by which term is meant permission to live out of barracks, or in married quarters in barracks if available, and to draw double or single rations separately,—may be granted by the Commissioner in such cases.

**191.** When in the interest of the service, the transfer of a member of the Force becomes necessary, the fact of his being a married man will not be considered, in so far as his suitability for transfer is concerned, and if he is not willing to be transferred, he will either be permitted to purchase his discharge, or will not be re-engaged at the expiration of his term of service.



**192.** The following issues of barrack furniture are authorized for married Staff Sergeants:—

- 1 axe,
- 1 wash basin,
- 2 bracket lamps, or 6 electric lamp globes,
- 1 coal oil can,
- 20 lengths of stove pipe,
- Use of cook stove or gas stove, if one available,
- Use of box stove, if one available,
- 1 wash tub,
- 2 water barrels,
- 1 garbage can,
- 1 tin boiler,
- 2 corn brooms per year,
- 1 galvanized iron pail,
- 2 elbows, stove pipe,
- 2 chairs, common.

### **Barracks and Buildings**

**195.** At any point where police are ordered to be stationed and no buildings are available, the Commissioner is authorized to make such arrangements for quarters, stabling, etc., in accordance with the strength of the Post, as he may deem advisable at rates authorized by the Minister. For leases and rentals, see paras. 635 to 642.

**196.** No new buildings shall be erected, or extensive repairs made to old, without authority from the Commissioner. All applications for authority to build must be accompanied by a ground plan and a statement giving the purpose, also nature and probable cost of the proposed buildings.

**197.** Officers Commanding are authorized to incur necessary expenditure for minor repairs only to buildings, etc., in their district, in cases of emergency, but Headquarters authority must be obtained without delay.

**198.** Where buildings of any kind are erected, or extensive repairs over \$100 in value are made under contract, a board of officers will be convened to report as to whether the work has been carried out in accordance with contract.

**199.** No alteration in any police building is to be made without the authority of the Commissioner.

**200.** The interior of the N.C. Officers and men's quarters owned by the Government are to be washed with "Alabastine" lime wash, or other preparation, when necessary and thoroughly cleaned and disinfected.

**201.** Care is to be taken that the number of men allotted to each apartment is regulated with regard to its dimensions and the health and comfort of the men. Therefore, in ordinary cases, no room should be overcrowded, or the men in this respect inconvenienced.

**202.** Each apartment and building in barracks is to be distinguished by having its name or number painted over the door in  $1\frac{3}{4}$  inch letters.

**203.** Private buildings are not to be erected on police reserves.

**204.** Permission in writing must be obtained from the Commissioner to keep animals which are private property in Police posts or enclosures.

- (a) Not less than one half ton of hay per animal per month and any oats issued, must be charged on repayment to the owner of any horse or cow authorized to be kept in Police posts.
- (b) At posts where baled hay is used and straw issued for bedding, 20 lbs. of hay per diem per animal, and any oats used, must be charged on repayment to the owner, and 10 lbs. of straw per diem per animal.

### **Fuel and Light**

**207.** The Commissioner may authorize such issues of fuel and light as he deems necessary for the proper heating and lighting of the barracks and buildings occupied by the Force.

- (a) All fuel delivered under contract will be reported upon by a Board of Officers.

**208.** Electric lamps should be renewed at regular intervals and not kept in use for any greater length of time than the lamps are certified to burn.

### **Fuel and Light issues to Officers**

**209.** The Commissioners may authorize such issues of fuel and light to officers as to him seems fair and reasonable and in accordance with the quarters assigned to them.

### **Fuel and Light issues to married Staff Sergeants**

**210.** The following issues of fuel and light are authorized for married Staff Sergeants:—

One ton of coal or two cords of wood per month from November 1st to May 1st, and half a ton of coal or one cord of wood per month from May 1st to November 1st.

**211.** Coal Oil, half a gallon per week when electric light is not provided.

### RATIONS

**215.** Members of the Force, not in receipt of a money allowance in lieu thereof, shall be entitled to the following daily rations of food free of cost. Subject to the provisions of para, 1986.

#### DAILY SCALE OF RATIONS

	lbs.	oz.
Beef.. . . . .	1	8
or		
Bacon or corned beef.. . . . .	1	
Flour or biscuit.. . . . .	1	4
or		
Bread.. . . . .	1	8
Butter .. . . . .		2
Apples or other dried fruit.. . . . .		2
or		
Jam or syrup.. . . . .		2
Potatoes.. . . . .	1	
or		
Evaporated potatoes.. . . . .		2
or		
Beans .. . . . .		4
Evaporated Vegetables.. . . . .		2
or		
Canned Vegetables (Tomatoes, corn or peas) or canned soups.. . . . .		2
Coffee.. . . . .		$\frac{1}{2}$
Tea.. . . . .		$\frac{1}{2}$
Pepper.. . . . .		$\frac{1}{36}$
Rice or Barley.. . . . .	1	
Cheese.. . . . .	1	
Sugar.. . . . .	4	
Oatmeal .. . . . .	2	
Salt Table.. . . . .		$\frac{1}{2}$
Baking Powder (for each issue of 50 pounds of flour.. . . . .	1	

**216.** Lime Juice and Vinegar to be issued when and in such quantities as may be required. Common Soap, lye, Dutch Cleanser, Stove Polish, Matches, Candles, etc. will also be issued in a similar manner.

**217.** At all points where fresh beef is obtainable, bacon must not be issued more than two days a week and when potatoes are obtainable beans must not be issued more than two days a week.

If flour or bread is obtainable, biscuits must not be issued more than two days a week.

**218.** Cases of canned tomatoes containing 24 cans of 2½'s will be taken on charge at the net weight of 42 lbs. and each can issued at 1¾ lbs. Corn and peas at 33 lbs. per case and issued at 1⅔ lbs. per can.

### **Extra Issue of Rations**

**219.** Small detachments on patrol or outpost duty may in the discretion of the Commissioner be allowed an extra issue not exceeding 25 per cent of the regular ration. This is known as a field ration.

**220.** Officers Commanding must recommend where the extra quarter ration is necessary for detachments, and give reasons for so doing. The same applies to Arctic and isolated detachments referred to in para. 223.

### **Double Rations for Commissioned Officers, Married N.C. Officers and Men**

**221.** Commissioned Officers will draw double rations, also all married N.C. Officers and Constables who are living with their wives and have been authorized to draw rations separately, whether occupying Government quarters or not. This will not apply to Detectives drawing allowances in lieu of rations, etc., or to any member of the Force in receipt of a cash allowance in lieu of rations, nor to any member of the Force who marries without the permission of the Commissioner. See also para. 1986.

### **Rations for Night Guard**

**222.** The rations for men on Night Guard will be one-half ration per man of bread, butter, coffee and sugar.

### **Extra Issues of Rations to Northern Detachments**

**223.** In addition to the scale of rations authorized by para. 215, the Commissioner may, by General Order, authorize to be issued at Detachments in the Arctic or isolated localities, rations of the articles of food, provisions, miscellaneous stores, mentioned in the following paragraphs 224, 225, 226 and 227, under the heading "Scale of Northern Rations."



### Scale of Northern Rations

224. It will be noted that the first two items of the following scale are in lieu of beef, bacon or canned meats. The scale set forth below is the maximum allowed per man per diem. The quantities may be doubled where para. 221 applies.

	lbs.	Per man.
Meat fresh wild.. . . . .	2	0
or		
Fish canned.. . . . .		8
(in lieu of fresh beef, bacon or canned meats).. . . . .		
Fruit canned.. . . . .		3
Milk condensed, evaporated or pow- dered (Klim).. . . . .		3
Vegetables, fresh, exclusive of potatoes		2
Biscuits, sweet.. . . . .		2
Lard.. . . . .		2
Sauce, pickles or chutney.. . . . .		1½
Vermicelli, Spaghetti, Macaroni, Sago, tapioca, etc.. . . . .		1½
Cocoa.. . . . .		1
Eggs, desiccated.. . . . .		½

- (a) If a surplus in any of the above articles should accumulate, it must be taken on the books, in every instance. No purchases of the supplies mentioned in para. 224 will be allowed on re-payment.

225. Provisions expendable, to be issued only as required. Issues not to exceed the following quantities per man per diem. The quantities may be doubled where para. 221 applies.

	Of an ounce
Salt.. . . . .	8/15
Corn Starch.. . . . .	4/15
Peas split.. . . . .	1/10
Barley.. . . . .	1/10
Hops.. . . . .	1/15
Extracts.. . . . .	1/15
Spices.. . . . .	1/30
Mustard.. . . . .	1/60
Custard Powder.. . . . .	1/60
Jelly Powder.. . . . .	1/8
Yeast.. . . . .	1/10
Baking Soda.. . . . .	32/365
Icing Sugar.. . . . .	64/365
Mixed Candied Peel .. . . . .	64/365

- (a) The last three items in particular are only for use on special occasions, and will not permit on a detachment of 3 unmarried men of more than 6 lbs. of Baking Soda, 12 lbs. of icing sugar and 12 lbs. of mixed candied peel per detachment per annum.
- (ai) If a surplus in any of the above mentioned expendable provisions should accumulate, it must be taken on the books in every instance. No purchases of the supplies mentioned in para. 225 will be allowed on re-payment.
- (b) Interpreters, Native Specials and Native Prisoners will not participate in the issue of the above mentioned expendable provisions or other extras. They will, however, be allowed lard, salt and matches, if necessary and 1 lb. of Baking Powder and 3 lbs. of lard to every 50 lbs. of flour.
- (bi) Matches for each detachment to be issued as required. and the Non-Commissioned Officer in Charge will supervise the quantity issued to Interpreters and Native Special Constables and members of the Force under his charge.

#### For Northern Patrols only

**226.** Not to exceed the following quantities per man per diem:—

	lbs.	oz.
Pemmican (for emergency) .. . . .		4
Chocolate .. . . .		2
Bovril or meat extracts.. . . .		$\frac{1}{2}$
Baking Powder.. . . .	Amount required for each patrol.	

#### Miscellaneous Stores, Expendable, to be Issued as Required

**227.** Not to exceed the following quantities per month, per detachment:—

	Per month
Soap, common (for each Detachment 2 bars).. . . .	2 lbs.
Soap, toilet, per man, tablets.. . . .	2 tablets (Household)
Lux or similar soap powders (for each detachment) packets.. . . .	2 Household packets
Lye, (for each detachment).. . . .	1 lb. tin
Dutch Cleanser (or other similar cleansing powders for each detachment) .. . . .	1 lb. tin
Stove Polish (For each detachment) tins.. . . .	1 Household tin

For instructions regarding a reserve supply of provisions to be kept on hand in the Far North, see para (1619) of Section 4, Part, 2.

For instructions regarding weights and denominations of stores, see para. 1603. a.

### Dog Feed

**230.** The issue of dog feed consists of the following:—

	Per lbs.	Per dog diem oz.
Cornmeal or oatmeal.. . . .	1	
and		
Tallow.. . . .		4
or		
Rice.. . . .	1	
and		
Tallow.. . . .		4
or		
Blubber.. . . .	2	8
or		
Fish Green.. . . .	4	8
or		
Fish dry.. . . .	2	
or		
Meat fresh.. . . .	4	
or		
Meat canned.. . . .	1	
or		
Dog biscuit.. . . .	1	
or		
Pemmican.. . . .	1	

### Forage

**232.** The issue of forage consists of the following:—

- (a) Hay, only, per horse, per diem, 30 pounds.
- (b) Hay with straw, per horse, per diem, 20 pounds.
- (c) Straw per horse, per diem, 10 pounds.
- (d) Oats, transport horses not to exceed daily 15 pounds.
- (e) Oats, saddle horses, not to exceed daily 12 pounds.
- (f) Bran as ordered.
- (g) Rock salt as ordered.

**233.** The oat ration is to be regulated according to the amount of work and condition of each individual animal.

**234.** Only actual forage required for horses in sick stable shall be drawn and issued.

**235.** Baled hay must be stored under cover, if no storage room is available, baled hay must be protected with tarpaulins and kept off the ground.

**236.** Loose hay must be carefully stacked in accordance with the following regulations:—

- (a) When the quantity of hay is to be estimated by measurement stacks are not to be taken over from the contractors until after thirty days have elapsed, to allow them to settle, when they will be measured by, or in the presence of a Board of Officers, whose finding must quote the measurement in detail, upon which they arrived at the total quantities certified to have been delivered by the contractors.
- (b) At places where there is only one officer stationed measurements may be made in his presence by a N.C. Officer and senior constable, whose certificate of measurement must be concurred in by him.
- (c) Stacks after standing for thirty days must not be less than sixteen feet wide, ten feet to eaves and eighteen feet to apex. On these measurements 512 cubic feet will be allowed to represent a ton of hay.
- (d) If stacks are of lesser dimensions, 600 cubic feet will be allowed to represent a ton of hay.

**237.** When hay is purchased by weight, the contractors must in all cases build the stacks of such dimensions and in such manner as may be required by the officer Commanding the Post.

**238.** The tops of hay stacks are to be replaced, if disturbed by wind storms or otherwise.

**239.** One quart of salt is to be used to each ton of hay in stacking.

**240.** Hay in stack is to be invariably removed by sections cut with a hay knife.

**241.** Oats in storage should be frequently examined and if any signs of heating are apparent, they should be turned over or otherwise treated as necessary.

**242.** At District Headquarters, a board of Officers will be convened to supervise the delivery of all forage. Form 120 and 121 to be used.

**243.** The Q.M. Sergeant will be responsible for the weights as recorded in the weights book and in the absence of the



Veterinary N.C. Officer will be responsible that the quality is in accordance with the contract and for the proper construction of the stacks.

**244.** All forage of whatever kind which exceeds \$100 in value, whether supplied under contract or otherwise, must be reported upon by a Board of Officers.

## **SECTION 4.—UNIFORM, AND DRESS, MEDALS AND DECORATIONS, CLOTHING, KIT, AND EQUIPMENT ISSUES**

### **UNIFORM AND DRESS**

#### **General**

**250.** Uniform for Officers, N.C. Officers and Constables will be in accordance with sealed patterns and the Dress Regulations, as laid down by Orders in Council.

**251.** Commanding Officers are forbidden to introduce or sanction any unauthorized addition to or deviation from the sealed patterns of dress, clothing, equipment or badges, and the Dress Regulations must be strictly complied with.

#### **Uniform and Dress—Officers**

**253.** Officers upon retirement shall not be allowed to wear uniform unless permission is specially granted by Order in Council.

**254.** Bandoliers and Field glasses or binoculars and cases may be issued to officers on loan from the Division Store, when required, if available

**255.** The Sam Browne belt will always be worn over the jackets. When revolver is not worn, only one brace will be worn.

**256.** Cavalry whistles are to be worn on all mounted parades and on prairie duty. The whistle will be attached to the right brace of the Sam Browne Belt with plaited leather lanyard 13 inches long and sewn on brace so that when wearing it will be under the right shoulder strap of jacket. A round pocket only large enough to keep whistle out of sight will be placed on the brace, the bottom of pocket to be in line with second button of coat with stand up collar, and first button of coat with step collar.

**257.** It is optional for Officers to provide themselves with the following articles of uniform, which are intended only for wear on special occasions, and are not required for ordinary service, viz.: helmet, tunic, gold sword belt, steel scabbard, gold pouch and pouch belt.

**258.** When officers off duty, or returning off leave report in person to the Commissioner, they will do so in undress uniform.

**259.** Officers travelling on duty, in the district in which they are stationed, whether on railway or otherwise, will wear uniform, except when they are on transfer from one division to another.

**260.** Officers will wear uniform daily when on duty, but Officers Commanding Posts may permit the use of plain clothes by officers after 2 P.M. The Commissioner will make such regulations in this matter for headquarters as he deems fit.

### Badges of Rank

**265.** The rank of officers is shown by badges as under:—

Commissioner—Crown and two stars below,

Assistant Commissioner—Crown and one star below,

Superintendent—Crown,

Superintendent, the senior with five years service—Crown and one star below.

Inspector—Two stars,

Inspector, after five years service—Three stars,

Inspector, the senior after fifteen years service—Crown,

Surgeon, Three stars,

Surgeon after ten years service—Crown,

Surgeon after twenty years service—Crown and one star below,

Assistant Surgeon—Two stars,

Veterinary Surgeon—Two stars,

Veterinary Surgeon after five years' service—Three stars.

Veterinary Surgeon after fifteen years' service—Crown,

Asst. Vet. Surgeon—Two stars.

**266.** Badges of rank will be worn on the shoulder cords and shoulder straps. They will be in silver embroidery on gold shoulder cords, and gilt metal on plain cloth shoulder straps.

**267.** The Crowns when laid on shoulder straps to be 1 inch broad and  $\frac{7}{8}$  inch in height; the stars to be 1 inch between opposite points.

# BADGES OF RANK OFFICERS



Asst. Commissioner  
Senior  
Superintendent  
Surgeon after  
20 years



Superintendent  
Inspector Senior,  
with 15 years  
Surgeon after 10 yrs.  
Vet. Surgeon after  
15 years



Commissioner



Inspector after  
5 years  
Surgeon  
Vet. Surgeon after  
5 years

Inspector  
Asst. Surgeon  
Vet. Surgeon  
Asst. Vet. Surgeon

**268.** A chart of authorized badges of rank for Officers is shown on Page (44).

### **Badges**

**269.** Collar.—A Buffalo head surrounded by a garter inscribed "Maintiens le Droit" and round the garter a wreath of Maple leaves, surmounted by a crown with scroll underneath inscribed "Royal Canadian Mounted Police",—Badge to be of gilding metal.

**270.** Shoulder.—The letters "R.C.M.P." badge to be of gilding metal.

**271.** Cap.—A buffalo head in silver surrounded by a wreath of Maple leaves, surmounted by a crown, and underneath a scroll inscribed "R.C.M.P." in gold embroidery.

### **Buttons**

**272.** Of similar pattern to those issued to the ranks in gilding metal.

**273.** Officers dress regulations will be issued from Headquarters, from time to time.

## **UNIFORM AND DRESS—NON-COMMISSIONED OFFICERS AND CONSTABLES**

### **General**

**275.** The Orders of Dress as laid down in paragraphs (710) to (737) Part 2 of these regulations are to be read in connection with the dress, clothing and equipment regulations as laid down by Order in Council

**276.** No unauthorized ornament or emblem is to be worn in uniform and watch chains or trinkets are not to be worn in such a manner as to be seen.

**277.** Smoking in the streets when on duty, or in the main thoroughfares when wearing uniform at any time is forbidden.

**278.** The privilege is granted to Non-Commissioned Officers and Constables, when off duty to wear plain clothes in the evenings after working hours and during the day on Sundays, holidays and when on furlough. The privilege is extended to Non-Commissioned Officers and Constables of "A" Division to wear plain clothes when off duty. It is confidently expected that no undue advantage will be taken of this privilege, which may be cancelled by the Commissioner whenever he deems



it advisable. Members of the force must be respectably dressed and no articles of uniform are to be worn when in plain clothes.

**279.** Officers Commanding will issue orders when Summer or Winter uniform is to be worn, being guided by weather conditions, and dress will be as detailed by him with regard to the wearing of such articles as Pea Jackets, fur coats, caps, boots and moccasins, etc., during the winter months.

### **Uniform for Non-Commissioned Officers**

**280.** Non-Commissioned Officers will wear the same uniform as Constables with the following exceptions.

**281.** Sergeants Major will wear the Sam Browne Equipment and sword of the same pattern as Officers, with brown leather Scabbard (See Paragraph 255).

**282.** Cavalry whistles are to be worn by Sergeants Major on the Sam Browne Equipment with short leather lanyard.

**283.** Sergeants Major and Staff Sergeants are permitted to wear a blue serge jacket of the same pattern as the Scarlet Serge, for Barrack duties, walking out, or on stable parade, but on all other parades they will wear the same order of dress as for other N.C.O.'s and men.

**284.** Chevrons and badges for blue serge jacket, to be the same as for Scarlet Serge, but on red ground.

### **Chevrons for Non-Commissioned Officers**

**286.** The following chevrons are authorized to be worn by Non-Commissioned Officers of the Royal Canadian Mounted Police, as illustrated in the chart shown on page (47).

Four bars, point down, surmounted by a crown—For Division Sergeant Major, and Staff Sergeant Major Clerk.

Four bars, point up—For Staff Sergeant.

Three bars, point down, surmounted by a crown—For Sergeants.

Two bars, point down—For Corporals.

### **Position of Chevrons**

**287.** To be worn by Division Sergeants Major, Staff Sergeant Major Clerk and Staff Sergeants on the right arm below the elbow and by other Non-Commissioned Officers on the right arm above the elbow.

# Chevrons, Badges & Buttons.

## Metal Chevrons



Sergeant Major



Sergeant



Sergeant Major



Staff Sergeant



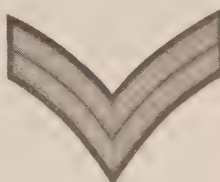
Sergeant



Corporal



Staff Sergeant



Corporal

## Arm Badges



Quartermaster Sergeant



Hospital Steward



Vet. Staff Sgt or Farrier



Saddler



Drill Instructor



Rough Rider



Furrier

## Badges for Marksmen



Marksmen



Marksmen making the highest score

## Metal Badges



Helmet Plate



Marksmen making the highest score



Marksmen

## Badges for Marksmen

### Musketry Practice

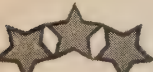
## Long Service Badges



Five Years



Ten Years



Fifteen Years



Twenty Years



Twenty-Five Years



Cap badge



Collar badge

## **RCMP**

## Shoulder Badge

## Buttons



Pea jacket



Tunic



Sleeve

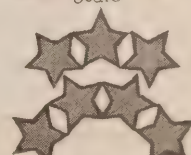


Cap

## Long Service Badges



Thirty Years



Thirty-Five Years

### Material and Composition of Chevrons

- 288.** Gold lace on blue ground—For Scarlet Serge.  
 Gold Lace on red ground—For Pea Jackets and blue serge jackets.  
 Yellow worsted on blue ground—For brown serge and brown duck jackets.  
 Brass or gilding metal—For slicker and fur coat.

### Arm Badges

- 289.** The following arm badges for Non-Commissioned Officers holding Staff appointments and Constables employed as artificers are hereby authorized to be worn:—  
 An eight pointed star—For Quartermaster Sergeants  
 A Geneva Cross—For Hospital Stewards.  
 A Horse shoe—For Veterinary Staff Sergeants, and Farriers.  
 A Bit—For Saddlers.  
 Crossed Swords—For Drill Instructors.  
 A Spur—For Rough Riders.  
 Crossed trumpets—For Trumpeters.

### Position of Arm Badges

- 290.** By Staff Sergeants—Below the elbow immediately above the chevron on the right arm.  
 By other Non-Commissioned Officers—Above the elbow, immediately above the chevron on the right arm.  
 By Constables.—On the right arm above the elbow.

### Material and Composition of Arm Badges

- 291.** Gold embroidery on blue ground—For scarlet serge.  
 Gold embroidery on red ground—For Pea Jacket and blue serge jacket.  
 Yellow worsted on blue ground—For Brown serge and brown duck jackets.

### Badges for Marksmen

- 292.** The following Marksmen Badges are authorized for Non-Commissioned Officers and Constables of the R.C.M. Police.  
 Crossed revolvers surmounted by a small crown—For Non-Commissioned Officer or Constable making the highest score in the Force at Annual Revolver practice.  
 Crossed Rifles, surmounted by a small crown—For Non-Commissioned Officer or Constable making the highest score in the Force at Annual Musketry Practice.

Crossed Revolvers—For N.C.O.'s and Constables qualifying as Marksmen at Annual Revolver Practice.

Crossed Rifles—For N.C.O's or Constables qualifying as Marksmen at Annual Musketry Practice.

### **Position of Badges for Marksmen**

**293.** To be worn by all Non-Commissioned Officers and Constables entitled to wear such badges, on the left arm below the elbow.

### **Material and Composition of Badges for Marksmen**

**294.** For Marksmen making the highest score in the Force at either the Annual Revolver or Musketry Practices:—

Gold embroidery on blue ground—For Scarlet Serge.

Gold embroidery on red ground—For Blue Serge Jackets.

For Non-Commissioned Officers and Constables qualifying as Marksmen in either the Annual Revolver or Musketry Practices:—

Yellow silk on blue ground—For Scarlet Serge or Blue Serge Jackets.

### **Badges, Long Service**

**295.** The following badges for long service are hereby authorized to be issued:—

A five pointed star—For Non-Commissioned Officers and Constables on completion of 5 years continuous service in the Force as defined by the R.C.M. Police Act.

An additional star on completion of each further term of five years' service in the Force.

### **Position of Long Service Badges**

**296.** All Long Service Stars awarded to Non-Commissioned Officers and Constables are to be worn on the left arm above the elbow in the manner shown in the chart on page (47).

### **Material and Composition of Long Service Badges**

**297.** Gold embroidery on blue ground—For scarlet tunics  
Gold embroidery on red ground—For blue serge jackets.



## Badges, Cap, Collar, and Shoulder and Helmet Plates, N.C.O's and Constables

**300.** The following cap, collar, shoulder badges and helmet plates are hereby authorized to be worn by Non-Commissioned Officers and Constables of the R.C.M. Police:—

- (a) Badges, Cap.—The badge of the Force, i.e., a buffalo head in relief surrounded by a garter inscribed “Maintiens le Droit” and around the garter a wreath of Maple leaves, surmounted by a crown and below the garter a scroll of ribbon inscribed “Royal Canadian Mounted Police.”

To be worn in centre of front of Cloth Cap, mounted on blue cloth trimmed  $\frac{1}{8}$  inch larger and to shape of badge.

- (b) Badges, Collar.—The badge of the Force as described in paragraph (300) (a).

To be worn on Scarlet Serge and Blue Serge Jackets two inches from centre of badge to front edge of collar. On brown serge jackets  $\frac{1}{4}$  inch from bottom of collar and above the lapel.

- (c) Badges, Shoulder—Block letters R.C.M.P.  $\frac{1}{2}$  inch in height, the serrifs joining to form a badge  $2\frac{1}{2}$  inches long.

To be worn on shoulder straps of Scarlet Serge, Blue Serge, Brown Serge and Pea Jackets,  $\frac{1}{4}$  inch above shoulder seam.

- (d) Helmet Plate.—On an eight-pointed star, fluted and convex to conform to the shape of the helmet, the badge of the Force in relief, the arch and miniature orb of the crown replacing the uppermost point of the star.

To be worn in centre of front of helmet.

**301.** Material and composition of Badges, Cap, Collar, Shoulder and Helmet Plates.

- (a) Badges, Cap, of gilding metal.—For Cap, Cloth.

- (b) Badges, Collar and Shoulder, of gilding metal.—For Scarlet Serge, Brown Serge, Blue Serge and Pea Jackets.

- (c) Helmet Plates, of gilding metal.—For Blue Cloth Helmets.

## Buttons for Non-Commissioned Officers and Constables

**302.** The buttons of all members of the R.C.M. Police bear the badge of the Force, in relief, and have set shanks. Those for Non-Commissioned Officers and Constables are made of rich low brass and are worn on all serges and jackets.

**303.** All metal badges and buttons are to be kept clean and polished.

### Medals and Decorations

**305.** No medal or decoration is to be worn by any member of the Force when in uniform without due authority.

**306.** The regulations to be observed in this matter are those laid down in the Imperial Army Dress Regulations.

**307.** The following detailed instructions are specified for officers but they may also be used as a guide for the information of other ranks:—

(i) Worn on the left breast of full garments and under the pouch belt when worn. They are to be in a horizontal line suspended from a single bar or buckle, which is not to be seen, or stitched to the garment, and placed midway between first and second buttons. Medals are worn in order of dates of campaigns for which they have been conferred, the first obtained being placed furthest from the left shoulder.

(ii) Medals awarded by Royal Humane Society will, when authorized, be worn in a position corresponding with war medal on right breast.

(iii) When decorations and medals cannot, on account of their number be suspended from a bar so as to be fully seen, they are to overlap. Medals are to be worn so as to show the sovereign's head. The first earned clasp to be worn nearest the medal.

(a) Miniature Decorations and Medals worn with Mess Dress and evening dress (plain clothes) on state, public or official occasions.

To be worn on the lapel in a horizontal line. Miniature decorations will be of same size as miniature medals.

(b) Ribbons of decorations and Medals: When medals and decorations are worn on the breast, the ribbon will be 1 inch in length, unless the possession of clasps necessitates its being longer. When two or more medals and decorations are worn, they will be so arranged that the lower edges or lowest point of a star are in line. The lengths of all ribbons will be regulated by that of the decoration or medal which, including any clasps, is the longest. These instructions will apply equally to miniature medals and decorations. Undress ribbons will be  $\frac{1}{2}$  inch in length, and will be sewn on the cloth of the coat or jacket, or worn on a bar without intervals, in the same position as prescribed for decorations and medals. They should not overlap, and when there is not sufficient room to wear the ribbons in one row, they should be worn in

two or more rows, the lower being placed  $\frac{1}{2}$  inch below the upper. Ribbons are not to be worn with the Pea Jacket.

(iv) When ribbons are worn on coats with step collars, they will be worn in exactly the same position on breast as for stand-up collars, but above the first button, as step collar has only four buttons.

## CLOTHING, KIT AND EQUIPMENT ISSUES

### Free Issues (Except "A" Division)

**309.** Every member of the Force below the rank of a Commissioned Officer, with the exception of members of "A" Division, will be issued annually with the following articles, to be kept in serviceable condition at his own expense. The first issue to be made on engagement and subsequent issues on each anniversary thereof. (Form 200 to be used. See also paras. 1760 to 1764.)

#### SCALE OF FREE ISSUES OF CLOTHING AND KIT

Articles.	No.
Braces, prs. . . . .	1
Breeches, prs. . . . .	2
Boots, Long, prs. . . . .	1
Boots, Ankle, prs. . . . .	1
Brushes, Hair. . . . .	1
Caps, Cloth. . . . .	1
Covers, Cap. . . . .	1
Combs. . . . .	1
Drawers, prs. . . . .	2
Field Jackets (Duck). . . . .	1
Field Trousers, prs. . . . .	1
Gloves, B.L., prs. . . . .	1
Shirts, Over, Khaki. . . . .	2
Shirts, Under . . . . .	2
Socks, prs. . . . .	4
Tunics, Scarlet Serge. . . . .	1
Jackets, Brown Serge. . . . .	1
Ties. . . . .	1
Towels. . . . .	2

**310.** Sergeants Major and Staff Sergeants may be issued with a Jacket, Blue Serge, in lieu of Scarlet Serge Tunic, but a special requisition must be made on the Supply Store, Ottawa, for same, and the Officer Commanding the Division will certify thereon that the N.C. Officer for whom the issue

is required is in possession of a Scarlet Serge Tunic of the latest pattern issued in good condition and fit for any occasion.

### Loan Issues (Except "A" Division)

#### SCHEDULES OF ARTICLES TO BE ISSUED ON LOAN

**311.** The following articles may be issued on loan, with the exception of to members of "A" Division, on engagement and turned into store when unfit for further service, to be exchanged for articles in a serviceable condition. Form No. 181 will be used for all such issues, which are to be made in the presence of an officer, who will initial for same on Form No. 181 and state under "Remarks" column whether the articles are new or part worn.

Articles.	No.
Blankets, prs.. . . . .	3
Blanket straps, sets.. . . . .	1
Burnishers.. . . . .	1
Brushes, Boot .. . . . .	1
"    Cloth.. . . . .	1
"    Button.. . . . .	1
Badges, Cap.. . . . .	2
"    Collar Gilt.. . . . .	4
"    Collar Bronze.. . . . .	2
"    Shoulder, gilt.. . . . .	4
"    Shoulder, bronze .. . . . .	2
Button Brasses.. . . . .	1
Caps, Fur.. . . . .	1
Dunnage Bags.. . . . .	1
Fur Coats.. . . . .	1
Gauntlets, Brown, prs.. . . . .	1
"    teamsters, prs. (To teamsters and Motor Transport drivers only)..	1
Hats, Felt .. . . . .	1
Hat Bands.. . . . .	1
Haversacks .. . . . .	1
Kit Bags.. . . . .	1
Mitts, Wool, prs.. . . . .	1
Mitts, Elk, prs.. . . . .	1
Moccasins, prs.. . . . .	1
Palliasses (or Mattresses).. . . . .	1
Pea Jackets.. . . . .	1
Pillow Cases (or Pillows) .. . . . .	1
Sheets, Waterproof.... . . . .	1
Sheets, Canvas.. . . . .	1
Sheets, Cotton.. . . . .	4



Spurs, prs.. . . . .	1
Slickers.. . . . .	1
Stockings, prs.. . . . .	2
Chevrons, brass, for Slickers and Fur Coats (To each N.C.O. on promotion)..	4

**312.** On discharge from the Force for any reason all articles issued to N.C.O's and men on loan must be returned to store and struck off charge to the N.C.O. or Constable to whom they were issued.

- (a) All such articles which have become unserviceable will be included in the next Quarterly Condemning Board, a separate schedule covering these articles to be attached thereto. When the Board is returned approved, the condemned articles will be disposed of in accordance with the finding of the Board, or as otherwise instructed by the Commissioner. Boards should recommend whether articles should be destroyed, or be sold as rags by Public tender.
- (b) On transfer to another Division, all articles except arms and equipment issued to N.C.O's and men on loan must be transferred with them. Form No. 135 being forwarded to the Officer Commanding the Division to which they are transferred, accompanied by their original receipts for such articles, Form No. 181.

**313.** When the undermentioned articles issued to any member of the Force on loan from the Casualty Store are new, such articles must be kept in a serviceable condition at his own expense for the period shown hereunder opposite thereto. Such articles may not be exchanged, or any further issue thereof made from the Casualty Store, except upon repayment, until the expiration of the period for which they are issued:—

Caps, Fur.. . . . .	3 years
Hats, Felt.. . . . .	2 "
Hat Bands.. . . . .	2 "
Gauntlets, brown.. . . . .	3 "
Mitts, wool.. . . . .	1 "
Mitts, skin.. . . . .	1 "
Moccasins, prs.. . . . .	1 "
Pea Jackets.. . . . .	2 "
Stockings, prs.. . . . .	6 months

**314.** The condition of such articles is to be shown in the Remarks column on Form No. 181, opposite the date of issue as follows:—

	Remarks.
Pea Jackets.. . . . .	1.2.25 New 2 years

**315.** When part worn articles are issued from the Casualty Store the condition of such articles is to be shown in the "Remarks" column on Form No. 181, as follows:—

	Remarks.
Pea Jacket.. . . . .	1.2.27 Part worn

**316.** No articles of clothing and kit should be issued from the Casualty Store unless the condition thereof is such that it will be fit for service for a period of at least six months after date of issue. Articles in a less serviceable condition should be considered as unserviceable and be condemned.

**317.** Articles which are repairable (such as Pea Jackets which are not actually worn out, but unfit for wear only on account of being soiled or dirty, and could be made fit for further service by being cleaned and pressed, or Hats, felt, which could be made serviceable by being cleaned and re-blocked) are not to be considered as unserviceable or included in Quarterly Condemning Boards, but an estimate of the cost of having such articles repaired locally is to be obtained and forwarded to the Commissioner, who will authorize the expenditure, or instruct that the articles be returned to the Supply Store, Ottawa, for repairs.

#### **Free Issue of Chevrons (Except "A" Division)**

**320.** The following Chevrons will be issued to Non-Commissioned Officers on promotion, and with each annual issue of clothing and kit thereafter in accordance with the rank which they hold:—

Chevrons, Gold on red—1 for Pea Jacket.

Chevrons, Gold on blue—1 for Scarlet Serge.

Chevrons, Worsted—2 (one for Brown Serge and one for Duck Field Jackets).

**321.** Sergeants Major and Staff Sergeants may be issued with one chevron, gold on red for blue serge jacket, in lieu of the chevron, gold on blue for scarlet serge, but not in addition thereto, provided that the chevrons on their scarlet serge are in good condition.

**322.** On reversion, at their own request to a lower rank, N.C.O.'s will receive a free issue of chevrons of the rank to which they revert.

**323.** On reduction to a lower rank for an offence under Sec. (30) of the R.C.M. Police Act, N.C.O.'s will not receive a free issue of chevrons of the rank to which they are reduced

until their next annual issue of clothing and kit becomes due, but they will be required to purchase such chevrons on repayment.

### Free Issues of Clothing & Kit to Members of "A" Division

**325.** The following articles to be issued annually, to be kept in a serviceable condition at the Constable's expense:—

The first issue to be made on engagement and subsequent issues to be made on each anniversary thereof:—

Articles.	No.
Braces, prs.. . . . .	1
Drawers, prs.. . . . .	2
Brushes, hair.. . . . .	1
Combs.. . . . .	1
Shirts, over, khaki.. . . . .	2
Shirts, under.. . . . .	2
Socks, prs.. . . . .	4
Towels.. . . . .	2
Boots, ankle, black, prs.. . . . .	2
Caps, Cloth, and Cover.. . . . .	1
Gloves, B.L., prs.. . . . .	2
Jackets, blue serge, heavy.. . . . .	1
Jackets, blue serge, light.. . . . .	1
Overshoes, prs.. . . . .	1
Trousers, blue serge, heavy, prs.. . . . .	1
Trousers, blue serge, light, prs.. . . . .	1

**326.** For Motor Cyclists and Chauffeurs, 2 pairs Breeches, Cloth, may be substituted for 1 pair Trousers, heavy, and 1 pair Trousers, light, and 1 pair of Boots, long, and 1 pair Boots, ankle, for 2 pairs Boots, ankle.

### Loan Issues—"A" Division

**327.** The following articles are authorized to be issued as required to be turned into Store on discharge from the Force, or when worn out:—

Articles.	No.
Brushes, Boot.. . . . .	1
Badges, Cap.. . . . .	2
Brushes, Cloth.. . . . .	1
Brushes, Button.. . . . .	1
Badges, Collar, Gilt.. . . . .	4
Badges, Shoulder, Gilt.. . . . .	4
Button Brasses.. . . . .	1
Burnishers.. . . . .	1





as artificers, etc., so long as they hold such appointments or are so employed:—

- (a) To Q.M. Sergeants:
  - Q.M. Stars, gold on red—1 for Pea Jacket.
  - Q.M. Stars, gold on blue—1 for Scarlet Serge.
  - Q.M. Stars, worsted—2 (one for Brown Serge, one for Duck Field Jacket).
- (b) To Q.M. Sergeants of "A" Division:
  - Q.M. Stars, gold on red—3 (one for Pea Jacket, one for Blue Serge heavy, one for Blue Serge light).
- (b1) N.C.O.'s below the rank of Staff Sergeant but acting or employed as Q.M. Sergeants are not to be issued with Q.M. Stars.
- (c) To Hospital Stewards:
  - Geneva Cross, gold on red—1 for Pea Jacket.
  - Geneva Cross, gold on blue—1 for Scarlet Serge.
  - Geneva Cross, worsted—2 (one for Brown Serge, one for Duck Field Jacket).
- (d) To Veterinary Staff Sergeants and Farriers:
  - Horseshoes, gold on red—1 for Pea Jacket.
  - Horseshoes, gold on blue—1 for Scarlet Serge.
  - Horseshoes, worsted—2 (one for Brown Serge, one for Duck Field Jacket).
- (e) To Saddlers:
  - Bits, gold on red—1 for Pea Jacket.
  - Bits, gold on blue—1 for Scarlet Serge.
  - Bits, worsted—2 (one for Brown Serge, one for Duck Field Jacket).
- (f) To Drill Instructors:
  - Crossed Swords, gold on red—1 for Pea Jacket.
  - Crossed Swords, gold on blue—1 for Scarlet Serge.
  - Crossed Swords, worsted—2 (one for Brown Serge, one for Duck Field Jacket).
- (g) To Drill Instructors of "A" Division:
  - Crossed Swords, gold on red—3 (one for Pea Jacket, one for Blue Serge Jacket, heavy; one for Blue Serge Jacket, light).
- (h) To Rough Riders:
  - Spurs, gold on red—1 for Pea Jacket.
  - Spurs, gold on blue—1 for Scarlet Serge.
  - Spurs, worsted—2 (one for Brown Serge, one for Duck Field Jacket).
- (j) To Trumpeters:
  - Crossed Trumpets, gold on red—1 for Pea Jackets.
  - Crossed Trumpets, gold on blue—1 for Scarlet Serge.
  - Crossed Trumpets, worsted—2 (one for Brown Serge, one for Duck Field Jacket).

**336.** Staff Sergeants who are entitled to wear any of the badges mentioned in paragraphs (335*a* to 335*b*) may be issued with one badge on red in lieu of the badge gold on blue for scarlet serge, but not in addition thereto, provided they are in possession of such a badge in good condition on their Scarlet Serge.

### **Marksman Badges—All Divisions**

**337.** Non-Commissioned Officers and Constables entitled to wear the following Marksman badges will receive one Free Issue thereof after their names have been published in the list of Marksmen in General Orders.

**338.** To the Non-Commissioned Officer or Constable passing as Marksman and obtaining the highest score in the Force when firing the Classification practices the first time during an Annual Revolver Practice:—

Crossed Revolvers, gold on blue—1 for Scarlet Serge.

Arm Crowns, small, gold on blue—1.

**339.** If the Non-Commissioned Officer or Constable entitled to wear the badges mentioned in the preceding Paragraph (338) is a member of "A" Division, he will be issued with the following:—

Crossed Revolvers, gold on red—2 (one for Blue Serge heavy, one for Blue Serge, light).

Arm Crowns, small, gold on red—2 (one for Blue Serge heavy, one for Blue Serge light).

**340.** To Non-Commissioned Officers and Constables passing as Marksmen in the Annual Revolver practice:

Crossed Revolvers, silk—1 for Scarlet Serge, or

**341.** To Non-Commissioned Officers and Constables of "A" Division passing as Marksmen in the Annual Revolver practice:

Crossed Revolvers, Silk—2 (one for Blue Serge heavy, one for Blue Serge light).

**342.** To the Non-Commissioned Officer or Constable passing as Marksman and obtaining the highest score in the Force in the Classification practices of the Annual Musketry Practice:

Crossed Rifles, gold on blue—1 for Scarlet Serge.

Arm Crowns, small, gold on blue—1.

**343.** If the Non-Commissioned Officer or Constable entitled to wear the badge mentioned in the preceding paragraph (342) is a member of "A" Division, he will be issued with the following:—

Crossed Rifles, gold on red—2 (one for Blue Serge heavy, one for Blue Serge light).

Arm Crowns, small, gold on red—2 (one for Blue Serge heavy, one for Blue Serge light).

**344.** To Non-Commissioned Officers and Constables passing as Marksman in the Annual Musketry Practice:—

Crossed Rifles, Silk—1 for Scarlet Serge.

**345.** To Non-Commissioned Officers and Constables of "A" Division passing as Marksman in the Annual Musketry Practice:

Crossed Rifles, Silk—2 (One for Blue Serge heavy; one for Blue Serge light).

#### **Long Service Badges (Except "A" Division)**

**346.** The following badges will be issued to Non-Commissioned Officers and Constables on completion of five years continuous service in the Force, and with each annual issue thereafter:—

Stars Long Service gold on blue—1 for Scarlet Serge.

**347.** On completion of each further term of five years service in the Force and with each annual issue thereafter:

Stars Long Service Gold on Blue—1 for Scarlet Serge.

**348.** Sergeants Major and Staff Sergeants entitled to wear long service badges, may be issued with Stars long service gold on red in lieu of Stars long service gold on blue, but not in addition thereto, and provided they are in possession of such badges in good condition on their Scarlet Serge.

#### **Free Issue of Long Service Badges to Non-Commissioned Officers and Constables of "A" Division**

**349.** On completion of five years continuous service in either the Royal Canadian Mounted Police or the Dominion Police, and with each annual issue thereafter:

Stars Long Service, gold on red—2 (one for Blue Serge, heavy, one for Blue Serge, light).

**350.** On completion of each further term of five years service in either the Royal Canadian Mounted Police or the

Dominion Police, and with each annual issue thereafter:  
 Stars Long Service gold on red—2 (one for Blue Serge,  
 heavy, one for Blue Serge, Light).

### **St. John Ambulance Association Badges**

**351.** For issue of St. John Ambulance Association badges see Part 3 of these Regulations,—the last two paras. of Appendix VI.

### **Extra Issues of Clothing and Kit**

**353.** The Commissioner may authorize an extra issue of any article of clothing and kit when he deems it advisable to do so.

**354.** The Commissioner may authorize a free issue to Non-Commissioned Officers and Constables who lose their clothing and kit by fire, or other unavoidable causes, of all or any of the articles lost, upon the recommendation of a Board of Officers which is to be convened to report upon the loss.

**355.** Extra free issues of clothing and kit will be authorized only under exceptional circumstances, men must therefore remember that it rests with them to prove that any deficiency has not resulted from neglect, or want of due care, and that no unnecessary delay has occurred, in reporting the circumstances in connection therewith. Failure to comply with these conditions may entail replacement at the expense of the defaulting member of the Force.

### **Extra Issues of Clothing and Kit for Northern Service**

**356.** The following extra free issues of clothing may be made to members of the Force serving in the North West Territories and Arctic:

(a) To members of the Force serving in the North West Territories other than in the Eastern or Western Arctic:

Articles	No. per annum.
Sweaters or wind breakers.. . . .	1
Tuques.. . . .	1
Shirts, Mackinaw.. . . .	2
Socks, Duffle, prs.. . . .	2
Artikis, Deer Skin.. . . .	1
Mitts, Wool heavy, prs.. . . .	2
or	
Mitts, duffle, prs.. . . .	2

(b) To members of the Force serving in the Eastern and Western Arctic:

Articles	No. per annum.
Sweaters or wind breakers.. . . .	1
Tuques.. . . .	1
Shirts, Mackinaw.. . . .	2
Kouletahs, heavy.. . . .	1
Artikis, light, deer skin.. . . .	1
Pants, heavy deer skin, prs.. . . .	1
Pants, light, deer skin, prs.. . . .	1
Mitts, heavy deer skin, prs.. . . .	2
Mitts, light, deer skin, prs.. . . .	2
or	
Mitts, duffle, prs. . . . .	2
Socks, light deer skin, prs.. . . .	2
or	
Socks, duffle, short ankle, prs.. . . .	2
Stockings, heavy deer skin, prs.. . . .	2
or	
Socks, duffle, long, prs.. . . .	2

**357.** Deer skins and articles of clothing which are usually made up by natives may be purchased locally for the use of members of Northern Detachments, at the public expense.

**358.** All articles purchased from natives must be taken on charge on Detachment Ledgers by Receipt Vouchers, Form No. 185.

**359.** When issues are made of any of the foregoing articles to members of Northern Detachments, the articles need not be entered on Form No. 200, Clothing Sheet, but a receipt must be obtained from the members of the Force to whom the issues are made, on the face of the Issue Voucher, Form No. 185, which is to be made out in order to strike the articles off Detachment Ledgers.

**360.** Allowance has been made in Para. (356) for an annual issue of the articles mentioned therein to members of Northern Detachments, but if any of the articles are in a serviceable condition at the expiration of the period for which they are issued, a further issue of such articles must not be made until required.

**361.** Cash compensation will not be allowed in lieu of any extra articles of clothing authorized for issue to members



of the Force serving in the Northwest Territories and Arctic, if, for any reason, such articles cannot be issued or are not drawn.

### **Advance Issues of Clothing and Kit (all divisions)**

**362.** The Officer Commanding a division may authorize the usual annual free issue of clothing and kit, whole or in part, in advance of its due date, in any instance, if, in his opinion, the public service will be benefited thereby, and the circumstances justify it, say, for example a man is on transfer to an isolated detachment and such an advance issue would save unnecessary expense. Such an advance issue however will not alter the date on which the next annual issue is due. The date of the next issue will be the same as though the advance issue had been made on its "due date".

### **Repayment Issues**

**363.** The privilege of purchasing articles on repayment from Quartermaster's Stores is confined to members of the Force with the intention that such articles are for their own personal use. Articles are not to be purchased for the use of others.

**364.** Non-Commissioned Officers and Constables are not allowed to buy any articles of issue on repayment without permission of their Officer Commanding and no repayment issues are to be made except upon requisitions or indents duly approved by him, except at Northern Detachment where no Commissioned Officer is stationed, when issues may be made by the N.C.O. or Constable in charge thereof.

**365.** No coal, wood, hay or oats will be issued on repayment except on a written application approved by the Officer Commanding the Division. If at an outpost to be approved by the Officer in command.

**366.** Provisions, Forage, Fuel and light may be sold at contract rates to members of the Force for their own use or that of the members of their household.

**367.** When under special authority issues are made to Government Officials belonging to other Departments, ten per cent over repayment rates must be charged.

**368.** Officers Commanding Divisions are authorized to order that articles found short in the Clothing and kits of N.C. Officers and constables be replaced on re-payment.

**369.** Arms, accoutrements and articles of Clothing and kit with the exception of badges, not on the Free Issue lists are to be issued on repayment only to replace losses which are to be charged against the loser.

**370.** Badges may be issued on repayment.

### **Cash Compensation in lieu of Kit**

**372.** Non-Commissioned Officers and Constables entitled to a new issue of clothing and kit may receive one year from the date such issue became due, cash compensation therefor at the rate of two-thirds the repayment value of each article (Form No. 92 to be used) provided they are already in possession of similar articles, the condition of which is to be certified by the Officer Commanding as being fit for wear. In the event of the clothing or kit of a Non-Commissioned Officer or Constable becoming incomplete from the unserviceable condition or deficiency of any article for which compensation has been granted, Officers Commanding may order the replacement of the same by purchase on repayment.

**373.** The prices shown on Form No. 92 should be those in force at the time the issue became due.

### **Detectives—Clothing and Kit, and Cash Compensation in lieu**

**375.** Non-Commissioned Officers and Constables employed as detectives and drawing extra pay while employed on plain clothes duty will not be entitled to draw any Clothing and kit or cash compensation in lieu thereof, during such time as they are so employed. They will however be required to keep a complete issue of clothing and kit in serviceable condition, in order that they may be available for uniformed duty at any time. Officers Commanding will see that this regulation is strictly complied with.

**376.** When a detective is returned to duty his annual issue of Clothing and kit will become due as soon as he has been in possession of his last issue for twelve months, exclusive of the period during which he was employed as a detective, e.g. If a N.C.O. or Constable received an issue three months prior to his appointment as detective, his next issue will become due nine months after he is returned to duty.

**377.** When the issue is made the date of appointment as detective and the date returned to duty will be shown in the "Remarks" column on Form No. 200, Clothing Sheet.

**378.** In cases where N.C. Officers or Constables have been employed as Detectives for more than two years before being returned to duty, and it is found that some of the articles of clothing with which they were issued, prior to their appointment as a Detective, are at the time they are returned to duty of obsolete pattern, or owing to the lapse of time have naturally become unserviceable and through no neglect on the part of the N.C.O. or Constable to whom they were issued, a special issue may be made of such articles on the authority of the Officer Commanding, whose certificate to that effect will be made immediately below that of the Officer witnessing the issue on Form No. 115.

### **Disposal of Kits of N.C.O's and Men Discharged, Deceased, Deserted and Invalided**

**380.** Form No. 54a to be used in each case and will accompany Board proceedings, Form 54.

**381.** All articles on loan to be returned into store.

**382.** Articles of free issue will be disposed of as follows:—

Purchase, Invalided, Dismissed—The following articles may be retained (If the N.C.O. or Constable is in possession thereof, but no new issue is to be made.)

- 1 pr. boots (Long or short)
- 2 prs. drawers,
- 2 shirts, under,
- 2 shirts, over,
- 4 prs. socks.

**383.** Articles which are fit for re-issue (i.e. articles which are new or in as good condition as when issued from the Q.M. Store) to be returned to the Q.M. Store.

**384.** The balance to be sold at Division Headquarters and amounts realized refunded to the Receiver General

**385.** In dealing with men who are time expired, pensioned, deceased, or deserters, the following action will be taken:

- (a) Time expired or Pensioned.—All articles of free issue become the property of the N.C.O. or Constable.
- (b) Deceased.—Articles unfit for use to be destroyed (or sold as rags by public tender). Balance to be sold at Division Headquarters and amount realized to become part of deceased's estate.
- (c) Deserters.—Articles of free issue unfit for use to be destroyed (or sold as rags by public tender). Articles fit for re-issue to be returned to the Q.M. Store.

Balance to be sold at Division Headquarters and amounts realized refunded to the Receiver General. If a desterter is arrested and sentenced to imprisonment and dismissed after the disposal of his kit, a free issue may be made from the Q.M. Store of necessary clothing required while undergoing imprisonment.

For refunding value of kit shortages in these cases, see paras. 1969 and 1970.

## **SECTION 5.—DISCIPLINE, COMPLAINTS, LEAVE OF ABSENCE, BOARDS OF INQUIRY**

### **DISCIPLINE**

#### **General**

**390.** Every member of the Force is to receive the lawful commands of his superior with deference and respect and execute them to the best of his ability, without question or comment.

**391.** Officers and N.C. Officers must be careful to couch their orders in clear and explicit terms and in temperate language; to see that the orders are properly understood by those to whom they are addressed and to exact the strictest obedience and attention from those under their command.

**392.** Ignorance of orders can never be admitted as an excuse for neglect or non-performance of duty.

**393.** Members of the Force charged under Section 30 of the Royal Canadian Mounted Police Act are not entitled to have counsel appear at the trial in their defence.

**394.** Commanding Officers in dealing with offences committed by men of long service, should bear in mind the effect the punishment may have on their pension.

**395.** If during the hearing of any charge against a N.C. Officer or Constable an Offence for which he is not charged is disclosed, and it is considered necessary that he should be tried for the offence, a new charge must be preferred, covering the same and it must be disposed of as an original charge.

**396.** When a N.C. Officer or Constable is to be tried on a serious charge and charges for minor offences are pending against him, or the circumstances of the serious offence discloses minor offences, the officer disposing of the case may use his discretion in striking out minor offences, and directing that they shall not be proceeded with.



**397.** Any member of the Force, other than a Commissioned Officer convicted of an indictable offence or bringing discredit on the Force may be forthwith dismissed by the Commissioner from the Force.

### **Arrest and Custody**

**398.** Arrest is either close arrest or open arrest. When arrest is not described as close arrest it means open arrest.

**399.** Custody in the case of a member of the Force, other than a commissioned officer (not under sentence) means either the making him a prisoner at large, or the placing him in confinement, under charge of a guard.

**400.** If a member of the Force other than a commissioned officer is charged with a serious offence, he shall be placed in confinement where it is necessary to ensure his safe custody, or to maintain discipline.

**401.** An investigation of the charge may be held without his being confined.

**402.** A member of the Force, other than a Commissioned Officer, against whom a charge is pending, if at large, shall not quit the barracks or post at which he is stationed, unless ordered, or in the performance of his Police duties, and until his case is disposed of, he will be liable to perform all Police duties.

### **Offences**

**405.** Every member of the Force, other than a Commissioned Officer, who is charged with any of the offences enumerated in Section 30 of the R.C.M. Police Act, may be forthwith placed under arrest and detained in custody, to be dealt with under the provisions of the Act.

**406.** It is to be borne in mind that the positive absence of crime and not its screened existence, is the criterion of a well established discipline, and to this end it is desirable to inculcate and maintain in all ranks, a proper feeling and high sense of honour, together with a system of command and treatment by which the correct and willing discharge of duty will be best insured.

**407.** In all first offences, not of an aggravated nature, mild reproof and admonition are to be tried, and punishment is not to be resorted to until a repetition of the offence shall have shown that the milder treatment has not been productive of the desired effect. In such cases as this, the punishment to be inflicted should be sufficiently severe to be deterrent.



**408.** In cases where imprisonment may be deemed too severe a punishment, Commanding Officers are authorized to award confinement to barracks for any period not exceeding 28 days, with or without fine.

**409.** Confinement to Barracks carries with it the taking of all duties in regular turn, attending parades, and liability to be employed in duties of fatigue, at the discretion of the Commanding Officer.

**410.** Extra guards and piquets are not to be awarded as punishment except in connection with minor irregularities on, or in parading for, those duties.

**411.** In cases where no punishment is awarded by the Commanding Officer, and where an offence is to be recorded in the defaulter's sheet, the term "admonished" is to be applied to Constables, and "reprimanded" or "severely reprimanded" to non-commissioned officers.

**412.** Intoxication, however, slight, is an unusually reprehensible offence, in members of the Force, and as such must be severely dealt with, even though it may be a first offence. The Police Act forbids "Intoxication however slight."

**413.** It has been held that a soldier (and *pari passu* a Constable) is at all times on duty while present or serving with his corps, or any part thereof; in short, at all times, and in all places, except when on leave of absence; but the term "intoxication however slight, on duty" is intended to apply to a man who is actually in the performance of, or who has been warned for, or who should in the pursuance of customary routine, be performing some specific act of duty at a given time. The term "duty" includes every duty which a Constable is liable to be called upon to perform.

**414.** Intoxication, however slight, on duty is a very serious offence, and must be dealt with accordingly.

**415.** A Constable in a state of intoxication, however slight, is if possible, to be confined alone and in a cell until sober. He is to be frequently visited by the Provost during the day and by the N.C.O. or Constable in charge of the Guard at night, in order to ascertain his condition. Should symptoms of serious illness be observed the Medical Officer or non-commissioned officer is to be sent for at once.

**416.** As a rule, no charge of intoxication however slight, is to be tried until twenty-four hours have elapsed (to be

reckoned from the hour of confinement to the guard room). If for any reason a trial is held before that time has elapsed, a minute stating the reason must be entered on the Record of Investigation, but in no case must a N.C. Officer or Constable be tried until he is sober.

**417.** All fines and all cases of imprisonment are to be published in Général Orders.

**418.** When a N.C. Officer has occasion to confine any Constable for any offence, he should, where possible, obtain the assistance of one or more Constables to conduct the prisoner to the Guard Room, and should not himself come in contact with him, except under unavoidable circumstances, in order to prevent any aggravation of the offence.

**419.** Constables committing minor offences should not, in the absence of some reason to the contrary, be lodged in the guard room before their cases are disposed of by the Commanding Officer.

**420.** The cases of all prisoners in the guard room are to be disposed of with the least possible delay, and the Commanding Officer, in awarding punishment is to write his own order on the back of the charge sheet, Form 36, together with the actual date of sentence. Recommendations for dismissal or discharge as unsuitable must only be made in the letter forwarding record of investigation.

**421.** Whenever a N.C. Officer or Constable pleads "Guilty" to a charge preferred against him under Sec. 30 of the Royal Canadian Mounted Police Act, the evidence is to be taken to enable the Commissioner to form an opinion as to the punishment inflicted.

**422.** Punishment awarded to a member of the Force shall take effect on the date of sentence.

**423.** In sentences of imprisonment awarded members of the Force, under the Act, the word "Month" will mean a calendar month.

**424.** A prisoner is not to be released until the "office hour" of the same day in the month during which his sentence expires as that on which he was sentenced, except when such day falls upon a Sunday, in which case he will be released the preceding day.

**425.** A Constable undergoing imprisonment and sentenced to dismissal on the expiration thereof, will be discharged on the last day of his imprisonment, and his service will be calculated to that date inclusive, i.e., a man sentenced on the 10th May to imprisonment with dismissal for one month would be discharged on the 9th June following.

**426.** A penalty under the Act is a fine payable forthwith, not a forfeiture of pay. The maximum amount of the fine is proportionate to the pay of the offender, and it is only on the measure of that amount that "pay" is referred to in the Act.

**427.** A week will mean seven full days counting from Office hour to Office hour.

**428.** "Office hour" means the time laid down in the daily post routine by the Officer Commanding to hold Orderly Room at which he disposes of charges, etc.

**429.** A fine inflicted becomes a stoppage against the pay when due, or to become due, and will be stopped on the pay sheets.

**430.** If a charge involves loss, through carelessness or negligence in connection with artisans or other work for which working pay is allowed, the officer trying the case will, if in his judgment the circumstances call for such punishment, impose a stoppage of a specific amount to make good the loss, or recommend that the accused be returned to duty, or both.

**431.** In all cases the amount of the fine must invariably be stated, and not merely, so many days' pay.

**432.** All reductions of N.C. Officers are to be promptly reported to the Commissioner.

**433.** A N.C. Officer may be reduced in seniority in his own grade, in which case the place he is to occupy must be stated.

**434.** All offences will be investigated under Section 30 of the R.C.M. Police Act.

**435.** All fines and sentences of imprisonment, together with the record of investigation, shall forthwith be reported to the Commissioner by whom they may be mitigated or reversed, in his discretion.

**436.** Officers conducting an enquiry into complaints against a member of the Force, or trying a charge, may, if necessary, call any civilian to give evidence, but cannot compel them unless specially appointed by the Commissioner and authorized by him to compel any witness to attend the inquiry and give evidence.

**437.** Every Commissioned Officer who is charged with any of the offences enumerated in Section 30 of the Act, may be placed under arrest, and the Commissioner may, on receipt of the charge, in writing, order an investigation under Section 34 of the Act.

### Hearing and Disposal of Charges

**440.** The names of witnesses for the prosecution and defence shall be inserted on the face of charge Form 36.

**441.** All charges must be in writing and signed by the person preferring same.

**442.** Form 36, Charge Sheet, is to be repeated as a caption on the first sheet of the evidence.

**443.** In the preparation of charges the words of the Act will be followed by the particulars of the offence alleged. Thus: Reg. No. 1923 Const. Johnston, H. of "P" Division having committed an offence (1) "Intoxication" however slight "in that he at Ottawa on the night of May 7th, 1923 was intoxicated in the Regent Hotel. Contrary to Sub. Para. "c" Section 30, R.C.M. Police Act, (2) "Scandalous behaviour" in that he at Ottawa on the 7th day of May, 1923, did make a false statement to his superior Reg. No. 1900 Sergeant Stub. H. to wit "all members of my party are performing their duties," well knowing that Reg. No. 1924 Const. Brown, a member of that party, was absent. Contrary to Sub. Para. "S" Section 30 R.C.M. Police Act.

**444.** Special attention is to be paid in seeing:—

- (a) That the case comes within the scope of the Police Act,
- (b) That it is not a case that should be dealt with by the ordinary courts. When an officer has any doubts as to the proper action to be taken, he will communicate with the Commissioner.

**445.** The accused must be brought to trial without unnecessary delay, and he must know exactly the particulars of the offence or offences for which he is called upon to answer.

**446.** The trial may be adjourned from day to day, or for such time as may be necessary, and if the accused is in custody he may be remanded into custody during such adjournment.

**447.** Minutes of all adjournments and remands must be entered on the record of investigation, dated and signed by the officer disposing of the case.

**448.** A Warrant of Commitment (as under) signed by the Officer convicting in the case of imprisonment awarded, shall be delivered to the Provost Non-Commissioned Officer or Constable acting in that capacity:—

**Form of Commitment to Guard Room on Award of  
Imprisonment by Commanding Officer**

To the Provost N.C. Officer or Constable of the Royal Canadian Mounted Police Guard Room, at.....

Whereas Reg. No.....Constable of.....  
“.....Division of the Royal Canadian Mounted  
Police, was, on the.....day of.....19.....  
by the undersigned.....(name).....rank.....  
.....of the R.C.M.P. awarded imprisonment with  
hard labour for the term of.....  
for the offence of.....  
.....  
.....

Now, therefore, I do hereby, in pursuance of “The Royal Canadian Mounted Police Act,” Chap. 160, R.S.C. 1927 and amendments, order you to receive him into your custody to undergo his sentence according to law, and for so doing, this shall be your Warrant.

Signed..... this .....  
day of.....19.....

Name.....

Rank.....

R.C.M. Police.

**449.** Members of the Force, other than a Commissioned Officer, shall serve imprisonment awarded them in a Guard Room of the Force, except as provided in para. (456).

**450.** While serving such imprisonment, they shall be subject to the regulations of the guard room as a civil prison, except that they shall be kept entirely separate from Civil



prisoners in the guard room, shall take their meals separately, and shall not be put to labour with civil prisoners, under any circumstances.

**451.** During such imprisonment, they will be subject to all the provisions of the "Royal Canadian Mounted Police Act," and amendments.

**452.** They shall wear "fatigue order" of dress, except for inspections when they will wear "Undress order" and shall at all times be clean and tidy, and shall have their hair cut.

**453.** On no account are they to be made prisoners at large.

**454.** The Commissioner may, if he considers it proper, transfer any man, serving a sentence of imprisonment from the Guard Room to which he was committed, to another Guard Room to serve the remainder of his sentence.

**455.** When members of the Force are tried at Sub-District Headquarters or Detachments and imprisonment is awarded, they shall be sent to the Headquarters of the Division under escort to be confined in the Guard Room.

**456.** When members of the Force are tried at Division Headquarters, Sub-District Headquarters, or Detachments of a Division in which there is no Police Guard Room in which they can be confined; if the offence is such as would warrant imprisonment being awarded, when all the evidence has been taken, the case shall be adjourned or the accused remanded for sentence. A brief report shall immediately be forwarded to the Commissioner, by telegraph if necessary, and sentence shall not be passed until the Commissioner's decision, as to the disposition of the case, has been received, when the accused will be dealt with accordingly. In such cases, the Commissioner may direct that the prisoner be confined in the common jail of the county in which the sentence is pronounced, especially if dismissal is to follow the sentence.

**457.** The arms, accoutrements, etc., and the kits of men undergoing imprisonment, except articles required by them, shall be taken into the division store.

*(Form of Record)*

**458.** The following is a form of Record of investigation:—

**ROYAL CANADIAN MOUNTED POLICE**

Record of investigation held at.....  
 (place)..... this.....day of.....19..  
 before ..... rank and name.....  
 R.C.M. Police Commanding.....at any.....  
 post or in any district.....on charge (or charges)  
 against Reg. No..... (rank and name).....of “.....  
 Division R.C.M. Police, as follows:—

1st.

2nd.

3rd.

**459.** Charge or charges read to the accused, who pleads  
 .....(guilty or not guilty as the case may  
 be).

Sig. of Accused.....  
 Prosecution.

**460.** The deponent Reg. No.....(rank and name) on  
 his oath, saith as follows:—  
 (Deponent's examination in chief):

**461.** After the examination in chief has been completed  
 the words “Cross examined by accused” or “accused declines  
 to cross examine” as the case may be is to be inserted.

**462.** At the end of the cross examination, if the witness is  
 re-examined for the prosecution, the words “re-examined by  
 .....(rank and name)” should be inserted.

**463.** All questions in cross examination and re-examination  
 should be recorded.

**464.** At the end of the evidence for the prosecution, the  
 words “prosecution closes” should be inserted.

**Defence**

**465.** The evidence for the defence shall be recorded in the  
 same manner as that for the prosecution.

**466.** If the accused has no witnesses to call, or if he does  
 not wish to be sworn on his own behalf, or merely wishes to  
 make a statement, not under oath, or declines to say any-  
 thing, each fact should be entered on the record.

**467.** The accused should be made to understand that, if he voluntarily becomes a witness in his own behalf, he is a compellable witness after he has been sworn, and is subject to cross examination.

**468.** If he merely makes a statement, not under oath, he cannot be cross examined, and this should be explained to him.

**469.** At the end of the record, the following certificate will be added:—

Taken before me at.....(place).....this....  
day of.....19.....

Name .....  
Rank .....

### Minute of Adjudication

**470.** In substance, the whole of the adjudication as to the penalty inflicted, imprisonment awarded, or minor punishment given, shall be stated, and is also to be entered on back of charge, Form 36, with date. The Guard room in which the imprisonment is to be served is to be stated.

Place .....  
Date .....  
Name .....  
Rank .....

**471.** In cases where the evidence has been taken in shorthand, the depositions of the witnesses need not be signed by them after the evidence has been extended, but the following declaration, under oath, must be subscribed to by the stenographer and added to the proceedings:—

"I.....(Name)..... the undersigned stenographer make oath and say; That the foregoing is a true and correct transcript of the evidence, as taken by me in shorthand during the foregoing investigation.

So help me God".

Signed.....

Sworn before me at.....  
this.....day of..... A.D.

19 .....

Signed.....

### Appeals

**472.** If any member of the Force, other than a Commissioned Officer, should feel himself aggrieved by a conviction

and punishment awarded him for an offence under Sec. 30 of the Act, he may forthwith appeal to the Commissioner in writing, stating in detail his reason for making such appeal. "Forthwith" in the preceding sentence means within a period of 48 hours.

**473.** The appeal shall be forwarded immediately by his Commanding Officer to the Commissioner without comment.

**474.** It is within the province of the Commissioner by the exercise of his powers of commutation or mitigation, to regulate the amount of punishment awarded by the Commanding Officer of a Post, and to ensure that the proceedings are regular, the punishments legal and that no sentence is heavier than the interests of discipline and the merits of the particular case require. He will record such remarks as may seem fit to him on any matter connected with the trial, and may direct his observations to be promulgated either with the General Orders recording the punishment, or as he may consider advisable.

### **Disposal of Charges Against Commissioned Officers**

**480.** On the receipt of a charge or charges against an Officer in writing, the Commissioner will, if he deem it necessary, order a court of inquiry under Section 34 of the Act, such Officer may be placed under arrest at the discretion of the Officer Commanding.

**481.** The constitution of this court shall be as detailed in General Orders.

**482.** The record of the court of inquiry shall conform with that laid down in these regulations, for the trial of the offenders under Section 30 of the Act, in so far as applicable.

**483.** Officers are not entitled to have counsel appear at Courts of Inquiry in their defence.

**484.** On the completion of the inquiry, the court shall find the facts and transmit the record, with any report which they may consider necessary to the Commissioner.

**485.** If the Commissioner finds the charge or charges not established, he will release the officer from arrest and transmit the record of his action to the Minister for his information.

(a) If he finds all or any of the charges established, he shall forward the record, together with any report he deems necessary to the Minister for decision.

(b) The Officer concerned shall remain under arrest until the Minister's decision is received.

**436.** An Officer under close arrest is not to leave his quarters or tent, except to take such exercise, under supervision, as the Medical Officer considers necessary.

**437.** When an officer is under arrest he is relieved from the performance of all duties in connection with the Force.

**438.** When under open arrest he may take exercise at stated periods within the precincts of barracks or camp.

(a) If the climate, or the state of the prisoner's health or other circumstances require it, these limits may be enlarged by the Commanding Officer.

**439.** In the case of an Officer under arrest, if circumstances require it, he may be placed under the charge of a guard.

**490.** An Officer under open arrest, under strict orders as to his conduct, may be directed to proceed from one post to another, or be permitted to leave his post for a particular purpose.

**491.** An Officer under open arrest is forbidden to use the mess premises, except for meals. He is not to appear in any place of amusement or entertainment, or at public assemblies, and he is never to appear outside his quarters or tent, dressed otherwise than in uniform.

**492.** An officer, when under arrest, will not wear either sword, belt or spurs.

**493.** Except when it appears that the arrest has been made through error, an officer who has been placed under arrest should not be released by the Officer who ordered the arrest without the sanction of the Commissioner. Should an officer be released under such circumstances, the Officer who ordered his arrest must forthwith report his reasons for ordering his release to the Commissioner.

**494.** An Officer may be placed under arrest by a competent authority, without previous investigation, when circumstances so require, but a commanding officer, on receiving a complaint or coming to the knowledge of circumstances tending to incriminate an officer, will not ordinarily place him under arrest until he has satisfied himself by inquiry, that it will be necessary to proceed with the case, and report it to the Commissioner. He will invariably place under arrest an officer against whom he prefers charges, and they must be in writing, in detail, and signed by him.



### Complaints

**497.** Members of the Force may, at any time, make any complaint they wish, to the Commissioner.

**498.** They must be in writing, couched in proper language in a respectful tone, and forwarded through their immediate superior.

**499.** Any member of the Force feeling himself aggrieved or injured should bring the circumstances of the case under the notice of his immediate superior at once. Any such officer, not being in charge of a district, receiving the complaint, will forward it to the Superintendent, who, if it is intended for the Commissioner, will submit it accordingly.

**500.** While officers are to consider it imperative upon them to forward all such complaints, they should endorse thereon such statements of their own as they consider necessary.

**501.** Complaints must not be frivolous or vexatious, must not be overheld or made anonymously either to the Government or the Commissioner.

### LEAVE OF ABSENCE

#### General

**505.** In the event of members of the Force returning to their divisions or posts prior to the expiration of leave of absence, furloughs or passes granted them may be cancelled on application or for cause.

#### Officers

**506.** No officer is to absent himself from his post or district without permission, except on duty, or as hereinafter provided, nor to proceed beyond the limits of his district except on leave or on special duty.

**507.** The Commissioner may grant to any officer under his command leave of absence not exceeding three weeks in any year, but leave will only be granted to Officers at such times and for such periods as their services can be spared.

**508.** Officers who have not had leave for one or more years may, on the recommendation of the Commissioner, approved by the Minister, be granted leave of absence not exceeding two months with pay, provided the leave so granted shall not exceed in the aggregate an average of three weeks per annum from the date of previous leave.

**509.** Applications for leave beyond the period authorized by the preceding paragraphs must state why leave is requested; whether the absence will necessitate the employment of additional assistance in order to carry out the duties of the absentee and generally such information as will enable the Minister to decide whether the application shall be granted, and if so, on what terms.

**510.** Applications for sick leave must be accompanied by a medical certificate, together with full particulars as to the nature and cause of illness, and whether the same is due to neglect or to irregular habits on the part of the applicant.

**511.** A Commanding Officer may grant leave of absence to an officer within his own district, not exceeding ten days.

**512.** Leave of absence exceeding ten days will be published in General Orders.

### **Furloughs Non-Commissioned Officers and Constables**

**520.** The Commissioner may grant a furlough, with pay, to any N.C. Officer or Constable, not exceeding two months at a time.

**521.** Applications for furloughs will be made to the Commissioner one month prior to the date of the furlough is to commence, through the proper channel.

**522.** No pay will be advanced by the Department to members of the Force on leave.

**523.** N.C. Officers and Constables on leave and desiring to obtain an extension thereof must not apply to the department at Ottawa, but to the Commissioner through their Commanding Officer.

**524.** Prior to any N.C. Officer or Constable proceeding on furlough, his arms, accoutrements, necessities and kit must be checked and taken into the Division Store.

### **Passes**

**525.** No leave is to be granted except by Pass.

**526.** An Officer Commanding a district may grant leave of absence within his district to a Non-Commissioned Officer or Constable for a period not exceeding ten days in any one year.

**527.** An Officer Commanding a Sub-District may similarly grant leave of absence to members of the Force under his command, not exceeding four days, reporting such cases to the Officer Commanding his district.

**528.** No leave is to be granted N.C. Officers or Constables without some apparent necessity for it.

**529.** Passes for employed N.C. Officers and Constables and batmen must be initialled or recommended by their superior, and all passes for N.C. Officers and Constables must be initialled by the Sergeant Major previous to approval by the Commanding Officer.

**530.** On returning to quarters passes are to be handed to the N.C. Officer or Constable in charge of the guard, who will enter thereon the hour of the return to barracks.

### BOARDS OF INQUIRY

**540.** A Board of Officers may be assembled by any Officer in Command to assist him in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed, but which does not include any point of discipline.

**541.** The composition of the Board will be determined by the Commanding Officer, and will usually consist of not less than two Commissioned Officers, of which one shall be designated the President.

**542.** The Board will collect all available information on the matter under inquiry and take statements which must be signed, from persons who can throw any light on the subject. Where a witness cannot be present at a sitting of the board, it is in order for one member to take the statement, which must be signed by him as well as the witness.

**543.** The Board is required to report the opinion resulting from the inquiry and make a recommendation to assist the Officer Commanding and the Commissioner in disposing of the matter.

**544.** It is the duty of any member of the board to dissent from the opinion of the majority if he does not agree. Each member of the board is individually responsible for the finding.

**545.** Proceeding of Boards for which special printed forms are not provided, are to be made out in the form shown below:

Proceedings  
of

A Board of Officers convened this  
.....day of .....19.... at.....  
.....by order of the Officer Commanding  
.....Division, to inquire into and report upon  
the following:—

(Subject under inquiry)  
Detail of Officers.

President.  
Member.

The Board has inquired into and examined all available information upon this matter and taken statements from the following:—

The board is of the opinion  
The board reports  
recommends

(Rank)  
President.  
(Rank)  
Member.

Approved:  
(date)

Confirmed:  
(date)

Commanding Division,

*Commissioner.*

**546.** Proceedings of Boards shall be forwarded in duplicate, except when otherwise instructed. See also paras: 198, 207a, 236a, 244, and 552.

## SECTION 6.—PURCHASE OF SUPPLIES, PURCHASE AND DISPOSAL OF HORSES, TRAVELLING EX- PENSES, BOARDING AND BILLETING EXPENSES, LEASES AND RENTALS

### General Instructions

**550.** Section 22 of the R.C.M. Police Act provides that the Governor in Council may regulate and prescribe the amounts to be paid for the purchase of the various supplies, horses, articles of equipment and services required for the Force, and in this connection the Governor in Council hereby directs that the amounts to be paid for these respective

purchases shall not exceed local market prices for the horses, articles or services required.

**551.** The Commissioner of the Force shall arrange for the purchase of all supplies and services for the Force and the manner of purchase shall be in conformity with existing Governmental Regulations.

**552.** When Officers Commanding receive supplies of stores of any kind, or transport, harness, or saddlery, they should convene a Board of Officers to report upon them in the manner required by para. 207 (a), 236, and 244. Insofar as transport, harness, and saddlery are concerned, they should report whether the terms of the contract (if any) have been complied with as in other cases, and whether the articles are of good quality, that the correct quantities have been delivered and received into store, and attach the proceedings of the Board to the account for the supplies in question.

### **Purchase of Supplies**

**555.** Except when orders are issued to the contrary, all supplies will be purchased through Headquarters, Ottawa.

**556.** Provision will be made for delivery of stores purchased to either the Supply Store at Ottawa, or direct to the point at which they are required.

**557.** Instructions may be issued to Officers Commanding to purchase locally.

**558.** Competitive prices are to be obtained whenever practicable.

**559.** When Officers Commanding are instructed to call for tenders locally for any of the undermentioned articles, tenders must state the following:

- (a) Bread, price per pound.
- (b) Oats, price per bushel.
- (c) Hay, price per ton.
- (d) Coal, price per ton.
- (e) Ice, price per ton.
- (f) Wood, price per cord.

**560.** Tenders should be invited from every available source of supply, and all firms should be asked to quote on the same basis. To enable them to do so intelligently, the articles required must be clearly described and trade names used as much as possible.

**561.** Authorized tender forms only are to be used.



**562.** In the case of periodical contracts when it is not possible to specify exactly the quantity that will be required, the following clause is to be inserted:

“The quantity specified is only approximate and the Department reserves the right to increase or diminish same without any increase in prices.”

**563.** Tenders shall be returnable to the Officer specified in the notice calling for tenders. A “due date” shall be fixed which will give reasonable time to merchants to prepare quotations. An envelope shall be enclosed with the tender forms addressed to the Officer by whom tenders are receivable, bearing in the lower left-hand corner the following remarks:—

“Tender for .....  
(Specify the work or supplies for which tenders are called, and the due date.)

**564.** When received they shall be marked by the Officer to whom addressed, with the date of receipt and placed under lock and key until the due date. Envelopes containing tenders received open or in bad condition should be so noted by the person receiving them. They shall be opened by the Officer Commanding in the presence of the next senior officer, or if a second officer is not available, in the presence of the senior Non-Commissioned Officer in the Post. Tenders should be opened at the time fixed in the call for tenders. When opened, each tender and accompanying papers, shall be initialled by both of these present, and the time and date of opening marked on the face of each tender.

**565.** A schedule or abstract of tenders received, arranged in order of prices, lowest first, giving the names, quantity unit prices, extensions of each item, and the grand total, shall be carefully prepared and afterwards checked with the tenders. The schedule shall be certified correct and shall show the time tenders were due and the time they were opened.

**566.** No tenders received after tenders have been passed should be added to the main schedule, but should be opened separately, initialled and marked with the actual date and time of receiving and opening, and entered on a supplementary schedule.

**567.** The lowest tender in conformity with specifications is to be recommended. If the lowest tender is not considered the most advantageous offer, good and sufficient reasons for passing over the lowest quotation must be stated.

**568.** Preference shall be given to Canadian made goods, except in cases where such action would eliminate competition or create too great a disparity in prices, or result in the purchase of goods of an inferior quality.

**569.** When Canadian made products are not available, or cannot be recommended, goods of British origin shall be given preference.

**570.** All tenders, accompanying papers, schedules, copy of tender forms distributed to prospective competitors, together with the list of firms who were invited to tender, shall be forwarded to Headquarters, whereupon instructions will be issued as to where the purchase is to be made.

**571.** The Department does not bind itself to accept the lowest or any tender.

**572.** A deposit of five per cent in cash or an accepted cheque on a chartered bank, of the amount tendered for, must accompany each tender, if for any particular reason it is considered a higher percentage should be deposited, Officers Commanding will be instructed accordingly.

**573.** If a tender is not accepted, the deposit will be returned.

**574.** If a tender is accepted and the tenderer refuses to enter into a contract, the deposit will be forfeited to the Crown.

**575.** All deposits accompanying tenders will be retained by the Officer Commanding the Division until the decision as to the award of contracts is received from Headquarters.

**576.** Officers will forthwith on receipt of the decision as to awards, unless otherwise instructed, prepare authorized forms of contract in triplicate, have them signed, sealed and witnessed and forwarded in duplicate to Headquarters.

**577.** Deposits for the due completion of all contracts must accompany contracts, except in cases of contracts which may be completed within a month or two. When deposits are not forwarded it must be so stated that the reason given for holding them over.

**578.** Cheques forwarded as security are to be made payable to the order of the R.C.M. Police, Ottawa.

**579.** Contracts are to be forwarded under the following headings each with a separate covering letter:—

- (a) Provisions—Miscellaneous groceries, Bread, Butter, Potatoes, Beef, Bacon and Flour
- (b) Forage—Hay, Oats, Straw, Bran and Linseed.
- (c) Fuel—Wood, Coal and Oil.

**580.** All goods supplied shall be subject to acceptance or rejection

**581.** All rejected goods must be returned at the expense of the contractor.

**582.** When goods are ordered to be shipped by freight or Express from outside firms they should be requested to forward consignments over Canadian National Railways' Lines as much as possible.

**583.** Certificates of the completion of all contracts are to be forwarded to Headquarters immediately upon their expiry.

**584.** Securities are deposited with the Department of Finance, Ottawa, and the certificates of completion form the authority for the withdrawal therefrom.

**585.** All contracts for the supply of any article must be made out between the contractor and His Majesty the King represented by the Minister in control of the R.C.M. Police, and all contracts so entered into must be forwarded to the Commissioner at Ottawa for signature and completion, in the same manner as described under "Leases and Rentals."

**586.** Local purchases consist of:—

- (a) Supplies which an Officer Commanding has been instructed to purchase locally.
- (b) Emergency purchases which are urgently required and do not permit of requisitions being first submitted to Headquarters.

**587.** Authorized Purchase Order forms are to be used in connection with all purchases, repairs and renewals and similar services.

**588.** Purchase Orders are to be numbered consecutively, commencing with No. 1 from the beginning of each fiscal year.

**589.** A Headquarters authority No. will be assigned to every purchase and must be shown on Purchase Orders.

**590.** The Headquarters authority No. and the Division Purchase Order No. must be shown on accounts for goods purchased.

## **PURCHASE AND DISPOSAL OF HORSES**

### **Purchase of Horses**

**600.** The Commissioner or such other officer as may be detailed by him will arrange for the purchase of remounts for the Force required to complete establishment.

**601.** Remounts must be perfectly sound, have good feet, short strong backs, plenty of bone and be between the ages of four and six years. For saddle purposes, 15.3 to 16.1 hands, for transport 15.2 to 16 hands, for pack purposes 14.2 to 15 hands, and of any sound colour, except grays and buckskins.

**602.** No remount shall be purchased until its soundness is certified to by the Veterinary Surgeon.

**603.** The description of all horses purchased shall be furnished to the Adjutant by the Veterinary Surgeon for entry in the general description roll of horses at Headquarters, when register numbers will be assigned to them, and they will be taken on the strength of the Force and posted to Divisions in General Orders.

**604.** The Veterinary Surgeon will furnish Division Commanders with descriptive roll of horses posted thereto.

**605.** Each horse will be branded with the Letters M.P. on the near shoulder and with the register number on the near forefoot.

**606.** Transfer of horses from one Division to another will be made in General Orders.

### **Disposal of Horses**

**610.** Boards of Officers consisting, as a rule of two Commissioned Officers shall be convened to report on horses lost, dead, cast, etc.

(a) Lost or dead.—The Board will find the cause of the loss or death, and whether any member of the Force is responsible for the same. The value of the horse at the time of loss or death is to be stated by the Board.



- (b) Permanently disabled, or those suffering from contagious diseases. The convening Officer may destroy the horse forthwith, if necessary.
- (c) Unfit for further service. The cause of the unfitness is to be shown in the evidence, and the medical history sheet (Form 136) is to be attached to the proceedings.

**611.** The Board shall recommend whether the horse be sold or destroyed and give estimate of value.

**612.** On the Commissioner's approval being received, horses recommended to be sold, will be disposed of by public auction, to the highest bidder, the notice of sale having been advertised in two issues of a weekly newspaper published at the place of sale.

**613.** A licensed auctioneer shall be employed to conduct the sale and a commission will be allowed him. The commission to be such percentage of the total amount realized as shall be deemed by the Commissioner to be reasonable, fair and just in the circumstances. This is not to be deducted from the total sale price, but a voucher for the auctioneer's fee will be paid from the Division Commander's Contingent Account, when the auctioneer's percentage commission has been approved by the Commissioner.

**614.** If an auctioneer cannot be secured and the foregoing instructions do not apply, the sale or disposal may be arranged by the Commissioner as he deems advisable. "Form 137" Statement of Sale, in duplicate, must be forwarded to Headquarters.

## TRAVELLING EXPENSES

**619.** In dealing with travelling expenses and boarding and billeting expenses, paragraphs 620 to 631, the Commissioner, by General Order or other means, will issue further detailed instructions from time to time, both with regard to the text of those paragraphs, when not inconsistent with the R.C.M. Police Act or these regulations, and also in connection with the forms to be used and the manner of submitting such expenses, but the following information and instructions are given for the guidance of all concerned.

**620.** All members of the Force travelling on the public service are entitled to have their actual reasonable living expenses paid from public funds, in accordance with these regulations.

- (a) All members of the Force must make their own arrangements for insurance on their own private effects. This



includes any hazard to private effects being shipped through dangerous waters on transfer, or similar circumstances. No claims for the loss of private effects either in barracks or on transfer will be considered unless it can be shown that it is impossible to obtain insurance of any kind.

- (b) When members of the Force are travelling in the public service, they will use transport requisitions to obtain tickets for railway and steamboat accommodation.

Arrangements are made with the different Railways and Transportation Companies, by Order-in-Council, for the transport of members of the Force under Section 351 of the Railways' Act, being Chapter 170 of the Revised Statutes of Canada, 1927,—Directions for the issue of transport requisitions will be circulated from time to time, but the main principles involved are set out in paragraphs 2120 to 2141 of Section 5, Part 2.

**621.** All advances for travelling and living expenses shall be accounted for immediately on completion of the duty.

- (a) Officer's travelling expenses must be submitted on Form No. 6.

- (b) Form No. 93 (Travelling expense voucher) will be utilized by Non-Commissioned Officers and Constables in all cases of travelling expenses. This form will be certified to by the member of the Force directly responsible for incurring the expenditure, countersigned by the Non-Commissioned Officer in charge of the detachment or post and approved by the Officer Commanding the Division.

- (i) This form is to be used by one individual only, except in cases of parties proceeding on duty under the Command of an Officer or Non-Commissioned Officer. In such cases, the Officer or Non-Commissioned Officer in charge shall render and certify one voucher covering expenses for the entire party with the following certificate typed on the back thereof:—

"We, the undersigned, hereby certify that we have received the meals and accommodation enumerated on the face of this voucher."

..... } Signatures  
 ..... } of party  
 ..... } to follow.

- (c) In connection with the above travelling expense forms, form No. 211 (subsistence statement) is to be rendered monthly to Headquarters, Ottawa, in duplicate. All

columns with the exception of Column No. 10 will be filled in at the post or detachment. Information for column 10 will be inserted at Divisional Headquarters. The meals and lodging columns will be used to show stabling of horses when on patrol.

**622.** Married Officers on transfer will be entitled to have all reasonable travelling expenses, incurred by reason of such transfer, for their wives and children residing with them, and transportation of household effects, including crating and draying charges, paid from public funds.

**623.** The following rates will be allowed to all members of the Force for meals obtained on Railway Dining Cars:—

- |                         |         |
|-------------------------|---------|
| (a) Breakfast.. . . . . | \$ 1 25 |
| (b) Lunch.. . . . .     | 1 50    |
| (c) Dinner.. . . . .    | 1 75    |

and in all cases when showing meals on vouchers and accounts they must be designated properly, such as breakfast, lunch or dinner.

**624.** Any married member of the Force other than an officer who is transferred from one station to another for duty, not at his own request or for cause, will be allowed as follows:—

- (a) Transportation at Public Expense for wife and each child under eighteen years of age.
- (b) Cost of meals at travelling rates for wife and to each child a reasonable proportion thereof with due regard to age, for the number of days actually travelling by train or boat. Where necessary reasonable hotel expenses upon the basis specified herein will also be granted. An explanatory report, in duplicate, signed by the member of the Force and approved by the Officer Commanding must be attached to accounts for such travelling expenses.
- (c) Transportation at Public expense of household effects not exceeding 2,500 lbs., except when in the discretion of the Commissioner upon the recommendation of the Officer Commanding, he may consider it in the public interest to authorize an increase of that amount.

**625.** Receipts must be obtained to cover expenses while travelling in the following circumstances:—

- (a) Hotel accommodation in excess of one day,
- (b) Hire of conveyances,
- (c) Special services, other than the above.

**626.** Receipts must be properly signed by the person from whom such service was obtained and in the case of hotel accommodation the name of the hotel must be stated, as well as the proprietor's name. The rates per man and horse, for meals, board, stabling and forage, must be shown on vouchers, together with the number of days and dates for which the charges are made.

**627.** When hired conveyances are utilized a brief report must accompany accounts forwarded to Headquarters, Ottawa, giving full detailed information in connection with the duty and the reason hire was necessary.

**628.** All regulations relative to travelling expenses will apply to Detectives, except in investigations of an exceptionally secret nature, wherein it is undesirable for them to obtain receipts for hotel accommodation, or hire of conveyances.

**629.** Expenses which may be classed as "incidentals" will be shown on the face of the voucher separately enumerated, except in cases where, in the opinion of the Officer Commanding, it would not be advisable to state such items separately when the term "incidentals" may be used.

- (a) When items are classed as "incidentals" an itemized statement, in duplicate, showing in what manner the amount was expended, must be attached to the voucher, signed by the member of the Force incurring the expense, at the foot of which the Officer Commanding will endorse a certificate to the effect that in his opinion the expenditure was necessary to obtain the required information, or effect the arrest, etc.

### **Boarding and Billeting Expenses**

**630.** The Commissioner is authorized to make the best arrangements in the interest of the Public Service for the boarding and billeting of members of the Force who are stationed at places at which there is no barrack accommodation.

**631.** Members of the Force, other than Detectives, proceeding on duty to any place where there is a R.C.M. Police Barracks, will report their arrival to the Officer in Command thereof, who will ensure that they are provided with quarters and rations in Barracks, whenever such accommodation is available during the time they are detained by their duty at that point.

## LEASES AND RENTALS

**635.** When Government quarters are not available the Commissioner may rent such private buildings as may be necessary for the accommodation of members of the Force, at rates authorized by the Minister. No building shall be leased or rented for the use of the Force without the Commissioner's authority.

**636.** Proposals for the leasing or renting of a building are to be submitted to the Commissioner by Officers Commanding Divisions, accompanied by a report as to the condition of the building in question and the terms upon which it can be rented or leased.

**637.** The Commissioner shall be notified by Officers Commanding 60 days prior to the expiration of any lease on a building occupied by the Force in their Divisions, and his authority must be obtained before any lease can be renewed.

**638.** While it is desired that rentals be arranged, if possible, on a monthly basis, yearly leases will be necessary, and when a lease is entered into for the occupation of any premises by the Force, the lease will be between the owner of the premises and His Majesty the King, represented by the Minister in control of the R.C.M. Police, and must contain the following wording:—

BETWEEN.....(Name or owner).....  
hereinafter called the "Lessor". OF THE FIRST PART  
AND HIS MAJESTY THE KING, represented by the  
Minister in control of the R.C.M. Police, hereinafter  
called the "Lessee" of the SECOND PART.

**639.** All leases entered into must be forwarded to the Commissioner, Ottawa, for signature and completion.

**640.** When rentals are arranged on a monthly basis an agreement should be entered into as outlined in the following paragraph.

"I hereby agree to rent to the Royal Canadian Mounted Police the premises known and situated at (Street) number of dwelling, (city) from the (date) and from month to month thereafter, at a monthly rental of (state amount, written out) terms and condition of rental to be otherwise the same as specified in usual short form of lease. On and after (date) thirty days notice by either party will be sufficient to terminate this agreement."

Witness .....

Date.....

.....  
(Signed)



**641.** In the event of a claim for damages being made by the owner it will be forwarded to the Commissioner by the Officer Commanding, who will express his opinion in his forwarding minute as to whether the claim is fair and just and the last occupant responsible or otherwise. He will also attach thereto a report by the Officer or N.C.O. who inspected the building before it was handed over to the owner and a signed statement by the last occupant thereof. If the Commissioner finds the claim is just and the last occupant is responsible for the damage, he may order the latter to make an immediate settlement with the owner, and the Officer Commanding will notify the Commissioner when a settlement has been made.

**642.** Vouchers covering rentals of quarters must in all cases be in favour of the landlord or his authorized agent. In the latter instance, the landlord's written power of attorney on the Government form for that purpose must be obtained, and forwarded to Headquarters, Ottawa, when the agreement for rental is entered into.

## **SECTION 7.—CONTROL OF GOVERNMENT FUNDS, BONDS OF SECURITY, REFUNDS, FINANCIAL TRANSACTIONS WITH THE PUBLIC**

### **Control of Government Funds**

#### **Letters of Credit Accounts**

**650.** Subject to the approval of the Department of Finance, the Commissioner may establish letters of credit accounts to be operated at designated points throughout Canada, as may become necessary from time to time in the interests of the Force.

**651.** Letters of Credit Accounts may be operated at District Pay Offices, control of such public funds shall be vested in the Commissioned Officers to be recommended by the Commissioner and approved by Order in Council.

**652.** (a) Letter of Credit Cheques are to be signed by the senior officer and countersigned by the junior officer nominated in the Order in Council.

(b) Similarly, financial returns and statements of disbursements are to be approved by the senior officer and certified by the Junior Officer.

(c) Substitutes, as provided in the Order in Council are to act in the absence of either of the signatories nominated.



**653.** Under no circumstances are Letters of Credit Accounts to be overdrawn. When funds are nearing exhaustion, telegraphic application is to be made to Headquarters, Ottawa, for further credit.

**654.** Payments from Letters of Credit Accounts shall comprise expenses such as may be prescribed by Departmental regulations.

**655.** All payments from Letters of Credit Accounts to be made by Official Credit Cheques.

**656.** Chapter 178, Section (41), Consolidated Revenue and Audit Act, Revised Statutes, 1927, provides as follows:

"The Auditor General shall see that no cheque issues for the payment of any public money for which there is no direct Parliamentary appropriation, or in excess of any portion of such appropriation, the expenditure of which has been authorized by the Governor in Council.

"The Auditor General shall report to the Treasury Board, through the Minister of Finance, any case in which a sub-accountant has expended money out of the proceeds of any accountable credit, for any purpose for which there is no legislative authority, or beyond the amount for which there is such authority, or for any other appropriation or purpose not connected with such credit."

### **Division Contingent Accounts**

**665.** When authorized by the Commissioner, Officers Commanding Divisions shall open an account in a local chartered Bank selection of said bank to be approved by the Commissioner and the account therein to be designated "R.C.M. Police Contingent Account"....."Division". All contingent funds received shall be deposited to that account and withdrawals made therefrom on authorized contingent cheques only.

**666.** An Officer Commanding a Division shall act as Paymaster of his Division.

**667.** (a) No public moneys shall be expended by him other than as herein provided in section (b) of this paragraph, without proper authority having first been obtained from Headquarters, except in urgent or extreme cases when the matter must be at once reported.

(b) He must exercise care in advancing public moneys, said advances to be made to members of his command for expenses of travel, criminal investigations and enforce-

ment of Federal Statutes. No other service is to be paid from funds so advanced. He will be held responsible that sums advanced are commensurate with the service, are promptly accounted for and thus preclude the carrying of unnecessary cash balances.

**668.** Under no circumstances are personal funds to be deposited in this account, neither are contingent funds to be utilized for personal transactions.

**669.** Officers Commanding operating contingent accounts must avoid incurring overdrafts.

(a) In urgent cases, additional credits may be obtained by telegram.

**670.** The Commissioner may grant authority to deposit in the Division Contingent Account, moieties held against an appeal and such other special public funds as may come to hand.

**671.** Payments from Contingent Accounts shall be made by Official contingent cheques only.

**672.** The Commissioner shall regulate contingent payments with due regard to the exigencies of the service.

### General

**675.** Complete instructions governing the operation and installation of necessary forms and account ledgers and records shall be issued by the Commissioner from time to time for the undermentioned accounts.

- (a) Letters of Credit accounts,
- (b) Contingent Accounts,
- (c) Secret Service Accounts,
- (d) Federal Statutes or monies expended in the enforcement of Federal or Provincial Statutes.

**676.** Vouchers are to be signed and certified in compliance with Section (45), Chapter 178 of the Consolidated Revenue and Audit Act, R.S.C. 1927, which reads:—

“No payment shall be authorized by the Auditor General in respect of work performed, or material supplied by any person in connection with any part of the Public Service of Canada, unless, in addition to any other voucher or certificate which is required in that behalf, the officer under whose special charge such part of the Public Service is, certifies that such work has been performed, or such materials supplied, as the case may be, and that price charged is according to contract, or if not covered by a contract, is fair and just.”

## BONDS OF SECURITY

### Officers

**680.** Bonds of security for an amount which will be stated by Headquarters must be obtained by all Officers; half the Premium cost thereof to be defrayed from public funds and the remainder by the Officer through the medium of pay list and stoppages.

**681.** The Commissioner shall designate the Companies with whom the Bond is to be entered into. No private Bonds will be accepted.

### Refunds

**685.** All refunds to the credit of the Receiver General shall be deposited locally in any chartered bank authorized to receive Government deposits, and the draft on Government account, together with the accompanying receipts, will be forwarded to Headquarters, Ottawa, with covering letter Form 116. Separate refunds will be made in each case.

**686.** At points where there is no chartered bank, authorized to receive such refunds, the money will be forwarded with covering letter Form 116, by registered mail to Headquarters, Ottawa. No portion of refund is to be made in foreign currency.

**687.** Form 116 to give full particulars of refund, thereby connecting the refund with the transaction creating it, as follows:—

- (a) Prisoners and Lunatics' expenses.  
Particulars of expenses, Number of Transport Requisitions issued, Points travelled between, mileage fees.
- (b) Sale of Public Stores or property.  
Names of purchasers, Itemized account of sale.  
Date of board authorizing sale.  
Month articles are struck off returns.  
Headquarters authority number.  
Salvage Board Minute No.
- (c) Discharge purchase money.  
Reg. No. and name of member purchasing.  
Date of purchase. Separate refund to be made for each individual.
- (d) Refunds for stoppages of pay.  
Form 116 to show month, Division in which stoppage is made and full particulars in connection therewith.

**688.** All public moneys due by all members of the Force on discharge, must be paid before the discharge is granted.

**689.** A separate refund must be made for each man taking his discharge by purchase, and the refund deposit receipt must accompany his discharge board, Form 54.

## **FINANCIAL TRANSACTIONS WITH THE PUBLIC**

### **Cheques, Money Orders, etc.**

**691.** All members of the Force charged with the duty of collecting security, fees or money, from the public, will insist that they be paid in cash or by means of a properly "accepted" cheque or draft upon a chartered bank in Canada, or by a properly certified draft upon some reputable trading company such as the Hudson's Bay Company, Revillon Freres, or the Northern Traders Ltd.

**692.** If any member of the Force accepts any kind of cheque or document in any form other than those specified in the preceding paragraph, in payment of money due from the public, he will do so entirely at his own risk, and if the cheque or document is eventually refused by the Bank or Corporation on which it is drawn, he will be called upon to make good the amount so refused.

**693.** All cheques, Post Office and Express Money Orders, forwarded to Headquarters, will be made payable to "The Commissioner" officially and not "personally."

**694.** In the case of lost cheques, duplicates are not to be issued unless authority of the Commissioner has been received, and bonds of indemnity on the authorized Government forms, for double the amount of the lost cheque, have been entered into between the payee and two responsible persons.

**695.** When a cheque is lost, notification should be sent to the Bank upon which it is drawn, by telegram, if the amount is large, and by letter, if the amount is small, requesting that payment be stopped. Notification must also be sent to Headquarters, Ottawa, immediately.

**696.** When a cheque has been lost, and authority granted for the issuance of a duplicate cheque, care must be exercised that the duplicate is surcharged with the number, fiscal year, etc., of the lost cheque. All duplicate cheque numbers

should be inserted on the face of Forms 164 and 29, with the notation "Duplicate to Number ....., " leaving out the amount of the said duplicate cheque.

**697.** Sec. 98 of the Bank Act, R.S.C. 1927, Chapter 12, reads, in part, as follows: "The Bank shall not charge any discount or commission for the cashing of an official cheque of the Government of Canada, or of any Department thereof, whether drawn on the Bank cashing the cheque or on any other Bank."



## PART II

### SECTION I.—POST ROUTINE. LOCAL ORDER BOOK ORDER OF DRESS

#### Post Routine

**700.** Reveille will sound at all Posts as follows:

From 15th November to 15th February, 6.30 a.m.

From 16th February to 14th November, 6.00 a.m.

First Post will sound at 10.00 p.m.

Last Post will sound at 10.30 p.m.

Lights out will sound at 10.45 p.m.

(a) All other "Calls" will be as laid down in local orders by Officers Commanding Posts.

#### Local Order Book

**705.** A local order book will be kept at the headquarters of each division in which all orders of a local character shall be entered daily

**706.** All General Orders affecting a division will be re-published in Local Orders

**707.** Local Orders will be entered in the following order, under subheads to be noted in the margin in red ink as per example given below, which of course, may be varied to suit requirements.

"Orders by Officer Commanding Post (Or District)

Detail,

Arrivals,

Departures,

Boards,

Inspections,

Routine,

Fire Parade,

Punishments,

Extracts from General Orders."

**708.** Orders of a permanent or general character affecting the division are not to be issued verbally, but must be published in the local order book.

**ORDER OF DRESS**  
**Order of Dress Officers**  
**General**

**710.** Revolvers, when carried, will be worn on the right hip, the lanyard around the neck underneath both shoulder straps Ammunition pouch in front, on right side

**711.** The shoulder brace of the Sam Browne equipment to be worn over the right shoulder with the sword, and over the left shoulder with the revolver.

**712.** The Sam Browne equipment to be worn outside of pea jacket, and fur coat on all parades, and underneath on all other occasions.

**713.** White covers will be worn on caps during fine weather in summer months, and black oilskin covers during wet weather.

**714.** Pea jackets to be worn with all orders of summer uniform as ordered.

**715.** Waterproofs and rubber boots may be worn during wet weather.

**716.** Brown leather leggings and brown ankle boots may be worn instead of field boots, with spurs.

**717.** Medal ribbons  $\frac{1}{2}$  inch in depth to be worn on undress blue jacket and khaki jacket.

**718.** Order of Dress—Officers.

(a) Review Order.

Cap,  
 Scarlet jacket,  
 Pantaloon,  
 Knee boots,  
 Jack spurs,  
 Brown gauntlets when parading with men,  
 Brown gloves on all other occasions,  
 Sam Browne belt,  
 Sword,  
 Whistle and lanyard when mounted,  
 Worn as follows: Attending church; funerals on all full dress parades; medals, decorations, etc., to be worn.

## (b) Drill Order.

Cap or felt hat as ordered,  
 Blue or Brown jacket as ordered,  
 Pantaloon,  
 Leggings and brown boots,  
 Jack spurs,  
 Brown gloves,  
 Sam Browne belt,  
 Sword or Revolver as ordered,  
 Whistle and lanyard when mounted.

Worn as follows: On all dismounted parades.

## (c) Service Order.

Felt hat,  
 Brown jacket,  
 Pantaloon,  
 Field boots, or leggings and brown boots,  
 Jack spurs,  
 Field glasses when ordered,  
 Haversack, if ordered,  
 Sam Browne belt,  
 Revolver and ammunition pouch when ordered,  
 Rifle and bandolier, if ordered,  
 Gloves,  
 Whistle and lanyard.

Worn as follows: At target practice; mounted drill; inspection of detachments; on any duty in the district unless plain clothes be ordered.

## (d) Undress Order.

Cap,  
 Blue jacket,  
 Pantaloon,  
 Knee boots, or leggings and boots with jack spurs,  
 or trousers with foot straps, plain fronted black  
 boots and box spurs.

Worn as follows:—On all purely office duties, and may be worn under pea jacket or fur coat when such pea jacket or fur coat is not likely to be taken off.

The above mentioned undress Order, with Sam Browne equipment, but without frog and sword, must be worn at all parades with men; as Orderly Officer; attending Commissioner's Orderly Room; Inspection of Barracks; when reporting at Headquarters on duty or off leave; attending Supreme Courts on duty, and other duties outside the office.

Note: When Officers are paraded at Commissioner's Orderly Room, all Officers attending will wear swords.

- (e) Mess Dress.  
 Mess jacket,  
 Mess waistcoat,  
 Trousers,  
 Plain fronted black boots,  
 Steel box spurs,  
 White kid gloves.

Worn as follows:—When ordered at Mess, public entertainments in barracks, public balls, theatre, state dinners at Government House, Miniature medals and decorations to be worn.

- (f) Full Dress.  
 Helmet with spike and chain,  
 Tunic,  
 Trousers,  
 Plain fronted black boots  
 Steel box spurs,  
 White Gloves,  
 Gold sword belt,  
 Gold pouch and pouch belt,  
 Sword with steel scabbard,  
 Gold sword knot.

Worn as follows: At levees; state dinners and balls; Government House, Ottawa; when acting as A.D.C. to the Governor-General or Lieut.-Governor, on all occasions when officers are on detached duty and full dress is worn by officers of the army or militia. Medals, decorations, etc. to be worn. Officers not in possession of full dress, which is optional, will wear review order, except that white kid gloves, overalls, plain fronted black boots and box spurs will be worn.

- (g) Winter.  
 Fur cap, or cap as ordered,  
 Fur coat or pea jacket as ordered,  
 Fur gauntlets,  
 Black stockings,  
 Felt boots, or moccasins for prairie duty, at Officer's discretion.

NOTE: With winter foot gear, spurs will only be worn, when required, for mounted duty.

## ORDER OF DRESS N.C. OFFICERS AND CONSTABLES

### General

**719.** Sergeants-Major will wear Sam Brown Equipment, all other N.C. Officers will wear the same equipment as the men.

**720.** Cavalry whistles are to be worn by Sergeants-Major, They will be worn on the Sam Brown Equipment with short leather lanyard.

**721.** Division Orderly will wear scarlet serge jacket and Orderly's cross belt and pouch.

**722.** Men on prisoner's escort will wear undress with the exception that they must wear pantaloons and field boots (without spurs) and side arms.

**723.** Felt hats in hot weather at discretion of Officers Commanding.

**724.** All equipment must be worn outside of pea jacket or fur coats.

**725.** N.C. Officers and Constables attending Supreme Court on duty will do so in review order without bandolier or rifle, side arms to be removed before entering court room.

**726.** Slickers and long rubber boots may be worn in wet or muddy weather.

**727.** Rubbers may be worn over moccasins in winter for stable duty.

**728.** Black stockings worn with winter foot gear must be folded at the calf,  $3\frac{1}{2}$  inches deep.

**729.** Winter uniform depends on condition of weather.

**730.** Dress to be detailed by Officers Commanding with regard to pea jackets instead of fur coats, boots instead of moccasins.

**731.** Hat bands on felt hats to be worn with the buckle on the left side, tongue of strap pointing to the rear.

**732.** Medals will be worn in review order.

**733.** Medal ribands  $\frac{1}{2}$  inch in depth to be worn half way between first and second buttons of scarlet serge.

**734.** Bandoliers are not to be worn except when Ball ammunition has to be carried or when ordered for the purpose of special training.

**735.** Sergeants Majors and Staff-Sergeants are permitted to wear a blue serge jacket of the same patterns as the scarlet serge, which will be supplied as an issue in lieu of



the scarlet jacket, a special requisition being made for same, the Officer Commanding the Division certifying thereon that the Non-Commissioned Officer making the requisition is in possession of a scarlet serge of the latest pattern issued, in good condition and fit for any occasion.

- (a) To be worn only for Barrack duties, or walking out, but on parades they will wear the same order of dress as for the men, stable parade excepted.

### 736. Non-Commissioned Officers and Constables.

- (a) Review Order.

Felt hat,  
Scarlet Serge jacket,  
Pantaloons,  
Field boots,  
Jack spurs,  
Brown gauntlets,  
Waist belt complete,  
All arms.

NOTE.—This is also church parade order, but without rifles.

- (b) Drill Order.

Felt hat,  
Field Jacket,  
Pantaloons,  
Field boots,  
Jack spurs,  
Waist belt complete,  
All arms.

- (c) Service Order.

Felt hat,  
Field jacket,  
Pantaloons,  
Field boots,  
Jack spurs,  
Bandolier,  
Waist belt complete,  
Haversack, if ordered,  
Arms, as ordered.

- (d) Undress Order.

Felt hat, or forage cap, as ordered by Officer Commanding,  
Field jacket,  
Pantaloons,  
Field boots,  
Jack spurs, or,

Overalls, with foot straps, plain fronted black boots  
and box spurs,  
For clerks, staff, etc.

(e) Fatigue Order.

Forage cap, fur cap in Winter,  
Field jacket,  
Field trousers,  
Ankle boots, or moccasins, according to weather.

(f) Walking out Order.

Felt hat,  
Scarlet serge jacket,  
Pantaloon,  
Field boots,  
Jack spurs, or  
Overalls with foot straps, plain fronted black boots and  
box spurs,  
Brown gloves,  
Whip.

(g) Winter.

Fur cap,  
Fur coat or pea jacket (according to weather),  
Black stockings and  
Moccasins or field boots (according to weather)  
Mitts.

NOTE:—With winter foot gear, spurs will only be worn  
when required for mounted duty.

Sergeants-Major and N.C. Officers of the rank of Staff-  
Sergeant may wear at their discretion, but not on parades,  
blue putties and black felt lined leather laced boots.

(h) Teamsters Summer.

(1) Driving light transport to town with officers, etc.

Forage cap,  
Scarlet serge jacket,  
Pantaloon,  
Field boots,  
Brown gauntlets,

(2) Driving light transport to town with prisoners, etc.

Felt hat,  
Field jacket,  
Pantaloon,  
Field boots or overalls with foot straps, and plain  
fronted black boots.

(3) On freighting fatigue.

Felt hat,  
Field jacket,  
Field trousers,  
Ankle boots.

- (i) Teamster Winter.  
Fur cap,  
Fur coat or pea jacket,  
Black stockings,  
Moccasins,  
Mitts or teamsters' gauntlets.
- (j) Chauffeurs, Summer.  
Dress same as Teamsters,  
Brown serge to be worn for ordinary duty,  
Scarlet serge to be worn on all important occasions.
- (k) Chauffeurs, Winter.  
Dress same as Teamsters,  
Brown serge to be worn for ordinary duty,  
Scarlet serge to be worn on all important occasions.

### 737. Saddlery.

- (a) Review Order.  
Regulation saddle,  
Blanket, head collar complete,  
Head rope.
- (b) Drill Order.  
Regulation saddle,  
Blanket,  
Head collar complete.
- (c) Service Order.  
Regulation saddle,  
Wallets,  
Blanket,  
Head collar complete.

NOTE:—When slickers and pea jacket are carried, the slicker will be tied loosely at the back of the saddle, and the pea jacket at the front of the saddle over wallets.

## SECTION 2.—INSTRUCTION AND TRAINING

### General

**740.** The meaning of the word "training" in so far as the Force is concerned, is that process which will place the recruit in a good position to become familiar with all the duties of a member of the Force, give him the broad outlines of the knowledge required to carry out such duties, and to instill discipline.

**741.** Experience alone will not advance the process to the state of perfection desired, but the collective and accumu-

lative usefulness of such, together with tenacity of purpose, observation, application and similar qualities are to be explained and encouraged.

**742.** Officers and any other members of the Force who have the ability and knowledge to instruct are to be employed in training when necessary, and must be given every encouragement, and facility to produce the best results in the interests of the Force. (See also para. 754.)

**743.** The course of Instruction and training for Officers and other ranks will be as may be ordered by the Commissioner from time to time, and a syllabus of training will be furnished to every Commanding Officer in the Force.

### **Instruction and Training of Officers**

**744.** Every officer on appointment, other than on promotion from the ranks, will report to the Commissioner at Headquarters and will be attached to the "Depot" for Instruction in his duties.

**745.** No officer shall be posted for regular duty until the Officer Commanding "Depot" Division has certified that he has qualified in the course of Instruction and Training for Officers laid down by the Commissioner.

### **Instruction and Training of Other Ranks**

**746.** Training will be supervised in the following manner:—

**747.** The "Depot" has been established at Regina, Saskatchewan, for the instruction and training of officers, N.C. Officers and men of the Force, generally, and particularly for the training of Officers on appointment and recruits.

**748.** The Officer Commanding the "Depot" is responsible to the Commissioner for the instruction and training carried on in his Division, and will report to him from time to time any member of the Force under his command, who, from lack of attention, want of ability or intelligence, is unlikely to become a useful member of the Force with a view of having him removed therefrom.

**749.** Officers will be detailed to assist him in carrying out the syllabus of training.

**750.** Veterinary Surgeons will instruct in the care of horses, stable management, shoeing and simple veterinary remedies.

**751.** Medical Officers will instruct in first aid to the injured.

**752.** Officers Commanding other Divisions will establish classes for instruction and training whenever practicable and will be responsible to the Commissioner for the instruction and training of the members of the Force under their command.

**753.** N. C. Officers and men on detachment must be practised weekly in arm drill by the senior in charge, and inspecting officers will report as to their ability in this respect, they should also test the N.C.O's and Constables in a quiet way, to enable them to assist the Officer Commanding the Division in estimating correctly each man's efficiency and condition of training.

**754.** It is necessary that members of the Force should be fully instructed in Police duties, Officers should therefore be detailed to give lectures and every care should be taken by the lecturer to thoroughly prepare his subject beforehand.

**755.** In the instruction and training of the personnel of the Force, the following books will be used:—

Rules and Regulations of the Force.

Constables Manual,

Cavalry Training (Imperial) latest edition.

Criminal Code.

Federal Statutes,

Any Provincial or Territorial Statutes or Ordinances for which the Force may be called upon to enforce.

First aid to the injured, as used by the St. John Ambulance Association.

Additional books recommended for study are:

Crankshaw's Criminal Code,

Tremear's Criminal Code,

Justice's and Police Manual by Popple,

Boys on Coroners.

### **Musketry and Revolver Practices**

**756.** Regulations regarding Musketry and Revolver Practice will be found in the R.C.M. Police hand books or training manuals on these subjects, which will be issued as required, may be amended when necessary, and are to be strictly complied with.



**757.** It will be the duty of the Adjutant of the Force to keep the manuals on these subjects up to date and to see that all Officers Commanding are supplied with a sufficient number of copies thereof.

(For Regulations regarding Rifle and Revolver Clubs see also Paragraphs 2255 to 2257).

## **SECTION 3.—DUTIES**

### **General—All Ranks**

**760.** Sections 16, 17, 18 & 19 of the Police Act being Chapter 160, R.S.C. 1927 set out in general outline the duties of the members of the Force and Section 24 of the same act authorizes the Governor in Council to make rules and regulations regarding the duties and authorities of the Commissioner and other members of the Force. The following instructions are therefore given for the information and guidance of all members of the Force.

**761.** It is impossible to give instructions for the execution of every duty which the Police may be required to perform, or to anticipate every difficulty that they may have to encounter. From the nature of the service, their duties must vary from time to time with circumstances, and the Members of the Force should therefore endeavour by individual zeal, discretion and intelligence to supply the unavoidable deficiency of particular instruction. To this end they should make themselves thoroughly acquainted with every detail of the regulations furnished for their guidance. Inspecting Officers will examine the Officers and men, and impress upon all those under their Orders that no man can be recommended for promotion who does not possess a competent knowledge of every part of his duty.

**762.** Members of the Force should bear in mind that the Police are a preventive, as well as a repressive force, and that the prevention of crime is of even greater importance than the punishment of criminals.

**763.** Towards the attainment of complete police efficiency, it is essential that the members of the Force should cultivate and maintain the good opinion of the country at large, by prompt obedience to all lawful commands, by pursuing a steady and impartial line of conduct in the discharge of their duties, by their cleanly sober and orderly habits and by a respectful bearing to all classes.

**764.** The Officers and men are, at all times, when practicable, to attend Divine Service at their respective places of worship, and are to show an example of due respect for, and observance of the Sabbath Day. Circumstances permitting, a Sunday parade for Divine Service will be held at the depot.

**765.** Every member ought seriously to consider the totally new position in which he is placed by his admission into the Force, whereby he becomes a Peace Officer, and is consequently invested by law with certain powers, which he must exercise with great caution and prudence. He is, therefore, to avoid altercations and squabbles of every kind. If wantonly assaulted, he has a legal remedy.

**766.** It is to be observed as an invariable rule that, in the absence of a superior, his authority and responsibility devolve upon the next in rank, unless otherwise specially directed. A due regard for discipline, therefore, renders it indispensable that every Police party, however small, proceeding upon duty, should have a responsible head. When there is no N.C. Officer present to take charge of the party any officer or N.C. Officer shall name a constable for the purpose, who shall be accountable for the proper performance of the duty, and be obeyed for the time being. In default of any such special appointment, the senior constable is to take upon himself the command, and will be held responsible for the discharge of the required duty.

**767.** The members of the Force are required on all occasions firmly and persistently to perform their duties. In the performance of any duty connected with an arrest, or with the detention of any person, they are to proceed, even in the face of threats or danger, using such force as the law justifies.

**768.** As stated in paragraph 760, the duties of members of the Force are set forth in general terms in the Police Act. These include the enforcement of Federal Statutes throughout Canada, and such assistance to Departments of the Federal Government as may be ordered from time to time, the protection of public buildings at Ottawa, and in special cases at other points; the protection of Government Dockyards, and the maintenance of all law and order in the Yukon and North West Territories and in Dominion Parks. In addition, it must be borne in mind that sometimes by arrangement with the Provincial authorities, the R.C.M. Police enforce Provincial Statutes in certain provinces. This latter is subject to change and must not be forgotten, especially in the light of the next paragraph.

**769.** It is not considered advisable to give an exact definition of the duties, as they are being continually increased, and vary at different times and in different locations, but where special service is required, they will be covered by definite order from Headquarters,—but members of the Force should be very careful not to investigate or interfere in cases that come within the jurisdiction of Provincial or Municipal Police without first obtaining approval from Headquarters, or unless they are fully aware that the Province concerned, has an agreement with the Federal Government for the enforcement of Provincial Statutes by the R.C.M. Police.

**770.** Members of the Force should also remember that their duties do not cease when they have reported a crime. They should actively follow up each case until the perpetrators have been brought to justice, no matter whether it is of minor importance or not.

**771.** It is only by persistent effort and activity on the part of every member that the Force can successfully maintain peace and good order, and enforce the Statutes and Regulations with which it has been entrusted as its duty.

**772.** Most thorough and careful enquiry must be made into all cases of sudden and accidental deaths, where these matters do not come within the jurisdiction of other Police Forces, and a decision that no inquest is necessary should not be too readily accepted as final. Statements from all persons in any way acquainted with the facts should be taken and embodied in a Crime Report which is to be promptly forwarded.

**773.** The address of any relative should be included in the report and if any of them have been notified, a copy of the letter should also be included in the correspondence.

**774.** An inventory of the estate and the name and address of the person in whose charge it is also should be forwarded. It should be stated whether the Public Administrator has been notified.

**775.** Reports of all duties performed and of all investigations made must be submitted by all members of the Force to their respective Officers Commanding, except in such cases as are specially authorized by the Commissioner to the contrary.

**776.** As efficiency may be impaired as much by habitual inattention, general incompetency or want of cordial co-operation with each other, as by positive transgression of

express orders or negligence in the performance of duties, the Commissioner will recommend the removal of any commissioned officer from the service, or will discharge any other member of the Force who shall manifest either a quarrelsome disposition or want of courage, talent or zeal, or shall evince continued apathy in the discharge of duty, although he may not be guilty of any violation of specific regulations.

**777.** No member of the Force shall contract debts which he is unable or unwilling to discharge, and thereby fetter himself in the fearless and impartial discharge of his sworn obligations as a peace officer.

**778.** Any continual neglect to discharge a debt will be considered as unwillingness, and will be grounds for charge of neglect to the prejudice of discipline.

**779.** Deliberations or discussions by Officers or men with the object of conveying praise, censure or any mark of approbation towards their superiors are prohibited. The publication of laudatory orders on officers leaving a district or post is forbidden.

**780.** Commanding Officers are to refuse to allow subscriptions for testimonials in any shape to officers without the express sanction of the Commissioner.

**781.** Members of the Force are not permitted to enter the United States without permission of the Commissioner, unless in the pursuance of duty. In such case they will report forthwith to their Commanding Officer, giving the cause for such entry, the length of time in the United States and the places visited.

**782.** Uniform must not be worn in the United States unless time does not permit changing to plain clothes.

**783.** Members of the Force are not permitted to sign petitions on any subject to the Government, appeals through the regular channel (the Commanding Officer) being always open to them in any Police matters.

**784.** Members of the Force are not allowed to engage in any trade or business; this includes the trading and trafficking in or for furs.

(a) No member of the Force may undertake any collection or execution of any civil process unless, under direct instructions of a commissioned officer. Any application for such service from a sheriff, bailiff or



other person must be made to a commissioned officer, who will use his discretion as to what action shall be taken, reporting same to his O/C or the Commissioner.

- (b) No member of the Force is permitted to accept or hold any other appointment or office, whether with or without remuneration, except by the permission of the Commissioner.

**785.** The importation of liquor into the R.C.M. Police Barracks and Camps is strictly forbidden, except with the permission of the Officer Commanding, who will be governed by the laws of the Province in the matter.

**786.** Members of the Force are forbidden to enter any licensed premises or government liquor store, in uniform, unless on duty.

**787.** N.C. Officers and Constables are strictly forbidden to have intoxicating liquor in their possession while on duty.

**788.** Gambling in barracks, or quarters, or buildings occupied for police purposes is strictly forbidden.

**789.** The loaning of money to comrades is strictly prohibited.

**790.** It is the duty of any member of the Force to report any breach of discipline or irregularity liable to bring discredit upon the Force.

**791.** Officers Commanding Divisions will impress on members of their Command that they must not on any account recognize any member of the Force in public whom they know to be employed as detective or is specially employed on plain clothes work.

### **Duties in Regard to Indians**

**795.** The Indians are wards of the Government, and are subject to the provisions of the Indian Act, as well as the laws of the country. In this connection see para. 857.

- (a) It is therefore the particular duty of every member of the Force to see that the provisions of the law in respect to Indians are carefully complied with.
- (b) They should be especially vigilant in preventing the sale of intoxicants to Indians and drunkenness among them.
- (c) They must pursue with the utmost vigour any person supplying or giving liquor to any Indian.
- (d) In making arrests, or executing warrants, they must be firm without being harsh.



- (e) They must treat Indian prisoners with every consideration, consistent with safe keeping.
- (f) If any opposition to an arrest be anticipated, they should, if time permits, consult superior authority, with a view to obtaining such assistance as will prevent resistance or attempted rescue.
- (g) An immediate report is to be rendered for the information of the Government of any dissatisfaction or feeling among the Indians, which is liable to cause a breach of the peace or serious disturbance.
- (h) The Police should use all legal means to prevent Indians congregating around towns, or from remaining in them for any length of time. This applies only to Indians in the West, or at points in the East or elsewhere where there are R.C.M.P. detachments established for the express purpose of supervising the Indians.
- (i) When an Indian visits a town the Police should ask him to show his pass from his agent, and, in the event of his not having one, they should inquire into his business, and, if not satisfactory, use all possible pressure to persuade him to return to his reserve, but legal powers, however, must not be exceeded. This applies only to Indians in the West, or at such other points as are mentioned in the preceding paragraph.
- (j) Where an Indian, or an Indian with his family remains in or near a town, section 220 C. C. R.S.C. 1927 re "Prostitution of Indian women" must be rigorously enforced and where the circumstances justify it, prosecutions should be entered under the vagrancy Sec. 238 C.C.
- (k) There is no legal right to arrest any Indian unless he has committed some offence.
- (l) An arrest can be effected without warrant, only for certain specified offences (see Sec. 646 C.C.) or where the offence is committed in view.
- (m) Should an illegal arrest be attempted, and resistance offered, there would be no protection.
- (n) In carrying out the wishes of the Indian Department the Police must keep strictly within the law.
- (o) Where a Warrant is issued for the arrest of an Indian Child, under the regulation for the compulsory education of Indian children, if the member of the Force has any reason to doubt the wisdom of making such arrest, he will apply to his Commanding Officer for instructions, who will send a full report to the Commissioner for his decision.

- (p) All expenses in connection with this service to be recovered from the Indian Department for refund.
- (q) As the Indians are directly under the agents or officials of the Indian Department, who are charged with their care, members of the Force will give them assistance at all times in carrying out the policy of the department, and will bring to their notice any matter affecting Indians or reserves which they consider of importance.
- (r) All business transactions with Indians must be carried on through the agents.
- (s) Whenever an Indian of any reserve is committed for trial before the Supreme Court, the District Commanding Officer will notify the agent in charge of that reserve.

## DUTIES OF OFFICERS

### General

**800.** Officers are to cultivate that spirit of unanimity and good fellowship among themselves for which every corps should be distinguished, and personal differences and dislikes should not be permitted to interfere in any way with the performance of duty.

**801.** Officers are reminded that in setting an honourable example by discharging, as becomes them, every part of their own duty, more may be effected towards the maintenance of good discipline, than by the severity in the punishment of offences; nothing will more tend to raise an officer in the estimation of his men than proof that he is guided by a strict sense of duty and impartiality.

**802.** Officers should, at all times, treat non-commissioned officers with consideration and refrain from reprimanding them in the presence of the men, unless it is necessary for the benefit of example that the reproof be public.

**803.** Officers on arriving at Headquarters will report themselves personally to the Commissioner, or, in his absence to the Assistant Commissioner, and officers arriving at the Depot will report to the Officer Commanding.

**804.** All Officers junior in rank to the Officer Commanding District or Sub-District, N.C.O's and Constables (except Detectives) when on duty at Headquarters of a District or Sub-District, must report to the Commanding Officer of the District or Sub-District.

**805.** Before returning to their own district, they must report their departure, unless otherwise directed by the Commanding Officer.

**806.** Upon the arrival of the Commissioner or the Assistant Commissioner at any post, officers stationed there will call upon them.

**807.** Officers are to provide themselves with the following books:

- (a) Tremeear's or Crankshaw's Annotated Code, and Supplement,
- (b) Justices and Police Manual by Popple,
- (c) Boys on Coroner's.

**808.** Officers on detachment, will, at short intervals, take morning stables at their several outposts, and will visit them occasionally during the night.

**809.** All Officers will salute His Excellency, the Governor General of Canada, the members of the Dominion Cabinet, and the Lieutenant Governor of any Province whenever or wherever they may recognize them. They will also salute their seniors before addressing them on duty or on parade. When in uniform they will salute with the right hand in the manner prescribed for the N.C.O's and men.

**810.** Officers, except when their swords are drawn, are to return the salutes of junior officers and of N.C. Officers and men.

**811.** A salute made to two or more officers should be returned by the senior only.

### **Commissioner**

**815.** The Commissioner shall have the command of the whole Force, subject to the control, order and authority of the Minister, or such person or persons as are for that purpose named by the Governor General in Council. He will from time to time, issue such orders and regulations as may be found expedient, and as are not inconsistent with the "Royal Canadian Mounted Police Act" and amendments, or these regulations, and will take every step in his power to cause all under his control to discharge their duties both to the Government and the public, satisfactorily and efficiently.

**816.** All communications which members of the Force may wish to make to the Government, must be forwarded through

the Commissioner, except where otherwise directed, and to him they must look for advice in any case of difficulty that may occur.

**817.** The Commissioner shall be responsible for the efficiency, discipline and internal economy of the Force. He shall have the power to discharge from the Force any member thereof, other than a Commissioned Officer, for bad conduct, negligence or inefficiency.

**818.** He shall submit an annual report to the Minister, accompanied by returns on the administration and workings of the Force.

### **Assistant Commissioners**

**820.** The Assistant Commissioners shall perform such duties as may be assigned to them.

**821.** In the absence of the Commissioner, the Assistant Commissioner at Headquarters shall perform his duties.

**822.** They will usually act as inspecting officers for Districts and Divisions.

**823.** They will investigate and report upon any matter which the Commissioner may wish inquired into.

**824.** They will make such reports on the duties performed as may be ordered.

### **Adjutant**

**830.** He is the medium through whom the Commissioner issues his General Orders and other orders of the Force, and is responsible for their authenticity and they are therefore to be obeyed as emanating from the Commissioner.

**831.** The following books and records are kept in the office of the Adjutant:—

- General Defaulter's Book,
- Description roll of horses,
- General Order Book and individual index,
- General Nominal Roll,
- Horse Record Book,
- Seniority Roll of Officers,
- Seniority roll of N.C. Officers,
- Monthly Muster Roll of Officers, N.C. Officers and men  
and horses of Divisions,
- Monthly Defaulter Sheets of Divisions,
- Parade States and Monthly distribution of Divisions.

**832.** He will issue the orders of the Commissioner or Assistant Commissioner for the training of the members of the Force and all matters concerning discipline, promotion, appointments, engagements, re-engagements, extra pay, discharges, pensions until Pension Board is completed, Boards (other than Boards on supplies) enquiries regarding Service and members of the Force, and applications for engagement.

**833.** It is his duty to bring to the notice of the Commissioner any deviation from the orders connected with the Force which may seem to call for such a course.

**834.** The dress appearance and carriage of N.C. Officers and men, both on and off duty, are to be particularly attended to by him.

**835.** Seniority lists of Officers and N.C. Officers will be issued periodically from the Headquarters Office by the Adjutant.

**836.** He will be the Officer Commanding the Headquarters Division and the staff of the Medical Branch at Ottawa will be under his command.

### **Supply Officer and Quartermaster**

**840.** The Supply Officer and Quartermaster has charge of and is accountable for all stores, clothing, arms and accoutrements, ammunition, etc., in the Supply Stores at Headquarters, and no issues of such are to be made, except on approved requisitions.

**841.** All requisitions for supplies, estimated requirements and repairs will be checked by him and brought to the Commissioner for approval before being sent elsewhere.

**842.** He will issue the orders of the Commissioner on all matters pertaining to,—

Buildings, including repairs, renewals and rentals,  
Transport, wheel, railway, motor, water and dog.

Arms and ammunition,

Equipment,

Clothing and kit,

Barrack furniture,

Barracks,

Remounts,

Boards on supplies, etc.,

Canteens,

and will be responsible for checking all Q.M. Returns, motor returns and vouchers, and auditing of issue vouchers.



### **Director of Criminal Investigation**

**845.** The Director of Criminal Investigation will be responsible to the Commissioner for all criminal investigations and secret service work sent to his branch on the instructions of the Commissioner for investigation.

**846.** He will be responsible for the operations of the Criminal Investigation Branch at Headquarters and will have supervision over the Finger Print Section.

**847.** He will conduct investigations and operate the Criminal Investigations Branch along such lines as the Commissioner may direct or approve in accordance with the organization of the Headquarters Staff and the Force at large.

### **Officer in Charge of Finger Prints**

**850.** A Finger Print Section will be maintained at Ottawa in charge of the Officer appointed by the Commissioner. The Officer in charge will be responsible for all finger print records and researches and will be under the immediate supervision of the Director of Criminal Investigation.

**851.** The Finger Print Section shall operate along such lines as the Commissioner may direct or approve.

### **District Commanding Officer**

**855.** He will not leave his district without the authority of the Commissioner.

**856.** He is responsible for the enforcement of Federal Statutes and such other acts in his district as may be undertaken by the Royal Canadian Mounted Police by agreement between the Federal Government and the Provincial or other constituted authority, but on no account is he to enforce any Acts other than the Federal Statutes, without the permission of Headquarters, except in the following areas where the Royal Canadian Mounted Police are responsible for the maintenance of all acts and Regulations affecting law and order, namely:

Yukon Territory,  
Northwest Territories,  
Dominion Parks.

**857.** In so far as Indian Reserves are concerned, special instructions will be given to Officers Commanding the re-

spective Districts, and when in doubt as to what action should be taken they will communicate with Headquarters by telegraph, if necessary.

**858.** In the administration of the foregoing duties, the Officer Commanding will be responsible that the members of the Force, under his Command, are zealous in the effective performance of such duties as may be assigned to them.

**859.** The Officer Commanding must acquire an accurate knowledge of his District and its inhabitants generally.

**860.** In all cases of difficulty, where necessary, he will advise and instruct his subordinates how to act; and he shall not allow either himself or those under his command to lose sight of any important case, but continue to employ his and their ability and energy to the utmost, in such manner as the case may demand, until, if it be possible, persevering exertion in bringing the guilty to justice shall be crowned with success.

**861.** Neither is he to allow his officers or men to limit their attention to serious offences alone, but is to take care that they pay due regard to offences of a minor character.

**862.** He will see that the officers, N.C. Officers and constables concerned in the prosecution of indictable offences before the Supreme Courts are present to give such assistance and aid to the counsel prosecuting as may be required.

**863.** Officers Commanding Districts will inspect annually every Detachment in their Command, and if there is only one Division in his district he will also be the Division Commanding Officer.

### **Division Commanding Officer**

**865.** He is responsible to the Commissioner for the efficiency discipline, training and instruction of every officer, N.C. Officer and Constable of his Division, in accordance with these regulations.

**866.** He will act as Paymaster and Quartermaster of his division when no other officer has been appointed for that duty.

**867.** He will supervise and control all duties performed by officers and others under his command, and will be held accountable for police equipment and stores of whatever description appertaining to his post and division.

**868.** He will be responsible for the condition of the arms in his charge.

**869.** He will be responsible for the correct receipt and issue of all supplies, and for the daily issue being inspected and weighed (when possible) in the presence of an officer, to ensure the men and horses are receiving the quality and full weight to which they are entitled.—See also para. 2006.

**870.** He will cause every order issued for general information and guidance either to be re-published in local orders, or otherwise circulated to all in the division.

**871.** He will be responsible for the proper application of division funds, and will supervise and control the committees for their management.

**872.** He will be responsible that the members of the Division have been properly instructed in the Constable's duties as laid down in the manual.

**873.** He will be held personally responsible for the names included in the Division pay lists, and the rates of pay in each case, for the correctness of issue requisitions and for the necessity for the issues included therein, for the correctness of the daily ration and forage returns, and that all stores shown in vouchers have been taken on charge.

**874.** No public moneys shall be expended by him without proper authority having been first obtained, except in urgent or extreme cases, when the matter must be at once reported.

### **Sub-District Commanding Officer**

**877.** The Officer in Command of a Sub-District should have a perfect knowledge of the Sub-District in his charge and its inhabitants, and, under the direction of the District Officer Commanding, he will be responsible for the proper enforcement of all Federal Statutes, and such other Acts or Regulations which legitimately come within the jurisdiction of the Royal Canadian Mounted Police in his Sub-District.

**878.** He should thoroughly study the capabilities of the N.C. Officers and men in his charge and see that they energetically carry out their duties as peace Officers. This can only be accomplished by the frequent inspection of posts and a close supervision of those under his command.

### **Inspector, Second in Command**

**880.** He will act as assistant to the Division Commander and generally perform such duties as are assigned to him by his Commanding Officer.

### **Inspectors**

**885.** It is the duty of the Inspector of a division to assist generally the officer in Command.

**886.** They must be particular in all inspections, as a want of due attention on their part encourages negligence and renders it impossible to keep a body of men in good order, discipline and appearance.

**887.** Every Inspector must make himself acquainted with the disposition, character, etc., of the N.C. Officers and men of the division.

**888.** Inspectors should lose no opportunity in perfecting and exercising themselves in matters of drill and the command of a division, mounted or dismounted, on parade or in the field.

**889.** They must, by constant study and attention, acquire a thorough knowledge of their duties as laid down in these regulations

## **DUTIES OF MEDICAL OFFICERS AND MEDICAL STAFF**

### **Medical Officer**

**895.** The term Medical Officer will apply to all surgeons, Assistant Surgeons or Acting Assistant Surgeons, appointed to attend members of the Force.

**896.** Medical Officers are responsible to their Commanding Officer for the due management and cleanliness of the hospital under their charge.

**897.** The Medical Officer will attend at his office in the Post daily at a stated hour to be named by the Officer Commanding to examine all N.C.O's and men who report themselves sick and will cause all such as are found to be in an unfit state of health to perform the ordinary duties of the post, to be admitted to hospital, off duty, on light duty, specifying the class of work suitable to be performed.

**898.** He will furnish a Morning Sick Report (Form 44) to the Officer Commanding, retaining a copy as an office record, showing the names of officers, N.C. Officers and men admitted



to hospital or recommended for exemption from duty. He will at the same time furnish a Guard Room (Prisoners') Sick Report.

**900.** Such of the sick as only require minor dressings or medicine and are able to perform their duties will have the words "Medicine and duty" marked opposite their names.

**900.** When a man reports himself sick unnecessarily the word "duty" only will be used.

**901.** It is the duty of Medical Officers to attend members of the Force admitted to hospital and be responsible for their surgical and medical treatment. In cases where members of the Force elect to employ their own medical attendant, medical officers will keep themselves posted on the case and report progress to the Officer Commanding.

**902.** The Medical Officer will have medical charge of and attend all prisoners confined in the Guard Room. He will visit the guard room at least once a day, and this as a rule at a stated hour so that the Provost N.C. Officer may be in attendance. He will record his visit in a book provided for the purpose.

**903.** The Medical Officer at each post will make a Sanitary Inspection of the Barracks weekly, and submit a report to the Officer Commanding, which is to be forwarded to the Commissioner.

**904.** When a patient under treatment becomes dangerously ill or where there is apprehension of a fatal result, the Medical Officer will at once inform the Officer Commanding, in order that, if practicable, the relatives and friends of the patient may be communicated with.

**905.** The Medical Officer will ask for the services of a clergyman, should the seriousness of the case require it.

**906.** In the event of a patient dying the Medical Officer will at once report the death to the Officer Commanding.

**907.** The Medical Officer will submit to the Commanding Officer for approval, all requisitions for the requirements of the Medical Department.

**908.** While target practice is being carried on, the Medical Officer should remain within access.

**909.** The regulations for the Medical Department, and for Post or District Surgeons, will apply to Acting Assistant Surgeons with the following additions:—



**910.** He must examine all recruits free of charge.

**911.** He must attend all detachments when required to do so by the Officer Commanding, without any remuneration except actual expenses.

**912.** He must notify the Officer Commanding when he leaves town on professional or other business, and must arrange for another qualified practitioner to perform his duties during his absence.

**913.** If an Acting Assistant Surgeon proposes to absent himself from his duties, he must notify the Officer Commanding of his intention to do so, giving the name of a qualified practitioner who will act in his absence.

**914.** The Officer Commanding is authorized to decline the services of the individual proposed should he consider it advisable, and in such event shall employ a qualified practitioner at the expense of the Acting Assistant Surgeon, the fee for services not exceeding the amount the Acting Assistant Surgeon is in receipt of.

**915.** If the Acting Assistant Surgeon desires leave of absence for more than ten days, he must forward a written application for the same to the Commissioner, through the Officer Commanding.

### **Hospital and Medical Treatment**

**920.** A hospital properly equipped and furnished shall be maintained at the Depot Division of the Force, and such other posts as may be found necessary, for the treatment of the sick.

**921.** When the establishment of a Police Hospital is not considered advisable, arrangements may be made for the admission of the sick to public hospitals.

**922.** Medical Officers will attend the families of all members of the Force residing in or near barracks, free of charge.

**923.** Families of members of the Force stationed at points beyond the control of a duly appointed "medical officer" may receive medical attention at the Public expense, subject to the following exceptions, at the discretion of the Commissioner.

- (1) Surgical operations,
- (2) Hospitalization,
- (3) Eye treatment.

Headquarters authority must be obtained in each instance for the medical attention above authorized, and in cases of emergency reported promptly.

**924.** At Posts where a R.C.M. Police hospital is not maintained members of the Force sufficiently ill to require hospital treatment, are to be sent to a Public Hospital, and it will then be the duty of the Post or Acting Assistant Surgeon to professionally attend such patients and be responsible for their medical and surgical treatment in the same manner, and to the same extent as though they were inmates of a Police Hospital.

**925.** A Surgeon of the Force is authorized to call in a Private Medical Practitioner to assist in an operation or consultation, or to administer an Anaesthetic where necessary, reporting the same to the Officer Commanding.

**926.** If a member of the Force is on detachment where there is no Acting Assistant Surgeon and is taken ill or injured and has to consult a local medical practitioner, he will at once, if able, report to his Officer Commanding, sending a certificate from the Medical Officer attending him, stating whether able to travel or not. The Officer Commanding will then determine whether he be brought to the Headquarters of his Division or remain on Detachment under local treatment. If the Officer Commanding has any doubt in his mind as to the course to be pursued, he should send the Medical Officer to report on the case and advise him as to the best course to pursue.

**927.** Sick Reports (Form 44) will be sent from detachments at the end of each month to the Headquarters of the Division concerned for inclusion on the Division Monthly Medical History Sheet (Form 97).

**928.** Monthly Medical History Sheets (Form 97) will be rendered by all Divisions in duplicate, original being forwarded to the Commissioner not later than the 15th of the following month, for entry in the Headquarters Hospital Record Books, duplicate being entered in the Division Hospital Record Book, monthly Medical History Sheets (Form 97) will be signed by the Medical Officer and will be typewritten.

**929.** Case History Sheets (Form 205) are to be completed for all cases requiring hospital treatment. They are to be made out in triplicate, the original and duplicate to be forwarded to Headquarters and the triplicate copy to be retained

by the Division and included with the member's documents on transfer from one Division to another, for the information of the Surgeon, so as to be available at all times for diagnostic and medical board purposes.

**930.** Case History Sheets (Form 205) will be completed immediately on discharge of the member from hospital, and forwarded. Should the member still be under treatment for disease or injury following discharge from hospital, Supplementary Case History Sheet (Form 205) will be forwarded on completion of cases.

**931.** In the event of a man being admitted to hospital or placed under treatment, on account of injury received while on duty, the fact is to be immediately brought to the notice of the Officer Commanding, who will institute a strict inquiry into the nature of the duty, and the circumstances under which the injury was received, taking the evidence of any witnesses of the accident. This document is to be noted in the man's "Medical History Sheet".

### **Medical Examination of Recruits and Men Re-engaged**

**932.** All recruits, and all men who present themselves for re-engagement, are to be medically examined. Form 65 is to be rendered in duplicate to the Commissioner.

**933.** The attention of Medical Examiners of applicants for service in this Force is particularly drawn to the necessity for observing the utmost care in making the examination, in as much as members of the Force are committed to the performance of duties often necessarily associated with danger and fatigue, which tax severely the physical power, in a region where luxuries, or even the ordinary comforts of life, to which they have in many cases been accustomed, must be dispensed with. To this end, having abundant opportunity for judicious choice, only those absolutely free from any physical or constitutional defect should be passed.

**934.** In order that reliable means for identification may remain in possession of the Department, any distinctive marks as well as ordinary features peculiar to the individual, should be carefully noted. Any one known to be addicted to the inordinate use of alcohol, opium or other drugs or whose constitution has been impaired by previous indulgence, should be rejected. The lungs and heart must be devoid of disease or (even so far as can be judged) tendency to disease. The digestive organs, beginning with the teeth, healthy; the hear-

ing and eyesight unimpaired. The muscular system must be well developed, the eye-sight good and the fingers and toes free from defect and deformities. As much of their duty will be performed in the saddle, special care should be observed that no disease, congenital, or acquired, exists in connection with the generative organs or rectum. The minimum height is 5 feet 8 inches for general service and 5 feet 10 inches for "A" Division, the minimum chest measurement 35 inches, and the maximum weight 175 lbs. for general service. The medical Examination fee paid by the Government throughout Canada, when authorized, is \$3 for each man examined.

**935.** For any applicant for engagement or re-engagement who is suffering from or has a disability of a character not likely to interfere with his efficiency as a member of the Force, whose application is approved by the Commissioner, form 142 will be filled out and signed by the applicant, relieving the Government of all responsibility for such disability provided that in cases of re-engagement the disability was not caused on duty whilst in the service of the Force.

### **Medical Stores and Prescriptions**

**936.** Medical Stores are not to be dispensed in private practice, nor are the hospitals or dispensaries to be used as places of interview with patients who are not members of the Force, or in Police custody

**937.** The issue of Medical Stores must be governed by prescriptions which are to be entered on Form 145, showing dates, dispensary number, names or patients, and quantities of drugs prescribed.

**938.** When supplies of drugs, etc., are not kept at Posts, medicine, etc., will be obtained from local druggists, the Medical Officer issuing prescriptions giving the date and rank and name of the patient, and if the latter is one of the family of a member of the Force the name of such member must be included.

**939.** Medical Comforts will not be issued to the families of members of the Force, except on repayment.

**940.** All purchases of a medical nature must be made by prescription, all copies of which will be properly signed by the Medical Officer of the Division. Nothing in the nature of a purchase is to appear below the latter's signature.



**941.** Patent or Proprietary medicines of any form must not be prescribed by Medical Officers unless they consider the same to be absolutely necessary for the treatment of the particular case in hand, and when such medicines are found necessary, a short memorandum will be attached to the prescription accompanying the voucher to Headquarters, Ottawa. This memo will briefly state the necessity of the prescribed purchase, and will be initialled by the Medical Officer. Tonic food beverages and Infant Foods, etc., will not be allowed in any case as a legitimate charge against public funds, and when these are necessary, the expense will be borne by the member concerned.

**942.** "Repeats" of prescriptions must be authorized by the Medical Officer before being obtained from Druggists or Dispensaries and must be written out in full.

**943.** All articles, entering into the category of icebags, hot-water bottles, feeding mugs, medicine droppers, etc., declared by the Medical Officer to be absolutely necessary in certain cases of sickness among members of the Force, will be purchased by prescription. Such articles will be taken on charge by the Quartermaster and issued on loan to the member requiring same. Upon termination of sickness, the article loaned must be returned to Stores. In cases of infectious diseases care must be exercised and the article in question thoroughly disinfected before it is returned to Stores for reissue. At points throughout the Force where R.C.M. Police dispensaries have been inaugurated, the issue of such articles mentioned above will be shown on dispensary returns and issued by dispensary concerned.

**944.** In writing prescriptions, Medical officers will use Book Form No. 145.

**945.** In cases when medicine is prescribed for one of the family of a member of the Force, such will not appear on either of the above-mentioned reports, but the prescription to the druggist must be made out in favour of the member of the Force and state clearly thereon for whom the medicine is actually intended, e.g.

Sgt. Holmes (for Mrs. Holmes)  
Cpl. Kidd (for child of)

**946.** Every person enlisting as a member of the Force must submit himself to vaccination and re-vaccination at any time, if required, and also to such inoculation against disease as may be approved by the Honourable the Minister, on the recommendation of the Medical Officer.



**947.** Each individual case of sickness among members of the Force must be reported on the daily Sick Report (Form No. 44) and the Monthly Medical History Sheet (Form No. 97).

### **Specialists**

**948.** When the surgical or medical attention of a Specialist is required for a member of the Force, the same must be recommended by the Medical Officer, who will report the probable cost and ask for the Commissioner's authority to employ the Specialist.

**949.** Members of the Force who desire special medical or surgical attention and wish to engage the services of a Specialist or civil practitioner, must apply for permission if they desire the cost to be borne from public funds. The application must be accompanied by a recommendation of the Surgeon or Acting Surgeon and a statement of the probable cost.

### **Hospital Record Book**

**950.** A Hospital Record book (Loose Leaf) is to be kept at each Post, a page being set apart for each man, showing the various dates upon which he has been admitted to hospital or placed under treatment, the nature of the complaint and the length of time he has been under treatment on each occasion, the information being taken from the duplicate Monthly Medical History Sheet (Form 97).

**951.** When a Constable is discharged his medical and hospital record sheets, including those at the Medical Department Headquarters, will be forwarded to the Commissioner. On re-engagement in the Force the Division, medical, and hospital record sheets will be forwarded to the Officer Commanding the Division to which he is posted and the Headquarters copy returned to the N.C.O. in charge of the Medical Department at Headquarters.

### **Civilian Patients**

**952.** No civilian patient is to be admitted into a R.C.M.P. Hospital, unless under exceptional circumstances and with the permission of the Officer Commanding the District, when a full report is to be sent to the Commissioner.

**953.** Civilians when admitted to hospital if able to pay, are to be charged the cost of maintenance for lodging and rations in addition to the actual cost of medicines, etc. used from Police Stores.

### Dentistry

**954.** Any expense for dentistry which cannot be attended to by the Post or district Surgeon is to be borne by the member of the force incurring same.

For instructions regarding Medical accounts and vouchers see paras. 2057 to 2062.

### Hospital Stewards

**960.** A Hospital Steward may be appointed when necessary at each Police Post.

**961.** He will, under the Medical Officer, be in charge of the Hospital, and be responsible for care of the buildings, etc. connected therewith.

**962.** He will be responsible for the furniture, equipment, bedding, and medical and surgical stores of all kinds.

**963.** He will be responsible for the economical use of all drugs and the regularity and punctuality of all details in the issue of medicines.

**964.** He will dispense no prescription not authorized by the Medical Officer.

**965.** He will keep and prepare all forms and returns required for the receipt, expenditure and supply of medical stores, surgical instruments, appliances and medicines and will perform such clerical work in connection with the Medical Department as may be delegated to him by the Medical Officer.

**966.** He will attend the Medical Officer on his visits to the wards, and carefully note his instructions and Orders.

**967.** He will attend at meal times and see that food is properly cooked and served, and that the patients conduct themselves in an orderly manner.

**968.** In cases of illness where there is no matron employed he will see that the patient has every care, and that nourishment and medicine are administered according to the instructions of the Medical Officer.

**969.** He will see that all articles of bedding, linen, clothing, etc., are kept in a clean condition, and will send to be washed without undue delay, all soiled articles.

**970.** He will take charge of all valuables handed over to him by patients, giving a receipt to the patient and a duplicate receipt to the Medical Officer for transmission to the Officer Commanding.

**971.** He will see that the "Orders for patients in hospital" are carried out in their entirety.

**972.** He will act for the Matron where one is employed during her absence from the Hospital.

### **Hospital Orderly**

**980.** He will act under the immediate orders of the hospital steward and will be responsible, under him, for the care and cleanliness of the sick.

**981.** He will carry out his duties in a quiet manner, observe the greatest cleanliness, and be punctual and exact in obeying the orders he receives, exercising gentleness and patience in dealing with the sick.

**982.** He will keep the wards, passages, bath room and water closets clean and in good order.

**983.** He will at once remove from the wards all soiled linen, bedding and clothing, and return to the surgery all empty medicine bottles and all medicines ordered to be discontinued.

**984.** He will rise at réveille, clean and air the wards, and see that all urinals are emptied and cleaned, that all dirt is removed from the wards, and that the bedding is exposed to the air, if possible, for one hour before the bed is made.

**985.** He will assist in bringing meals from the kitchen at the proper hours, and return all utensils after they have been used.

**986.** He will immediately report to the hospital steward any irregularities which may occur in the wards, and also all loss or damage to articles of hospital equipment.

**987.** During the absence of the steward he will be prepared to assist the Matron.

### **Hospital Matron**

**990.** The Matron will be in charge of nursing of all patients admitted to the Hospital, and will carry on such treatment as laid down by the Medical Officer.

**991.** She will attend the Medical Officer on his visits to the Wards and carefully note his instructions and orders.

**992.** She will see that the patients have every care, and that nourishment and medicines are administered according to the instructions of the Medical Officer.

**993.** The Matron, under the Medical Officer, will be in charge of the Hospital during the absence of the Hospital Steward.

### **Patients in Hospital**

**995.** Patients will obey the instructions of the hospital steward, and Matron, and if they consider they have any cause of complaint, will report to the Medical Officer.

**996.** Patients allowed to be "up" will rise at the proper hour, wash and dress before breakfast.

**997.** They will be responsible for the tidiness of their beds and bedside tables, and will carefully fold up and put away their clothes before going to bed.

**998.** They will assist the orderly in cleaning up the ward, etc., and in any other duty for which they may be detailed by the hospital steward.

**999.** Patients allowed "up" for a certain time will get up only for the period named, and those confined to "bed" will remain in bed. Orders on this subject must be strictly obeyed.

**1000.** Patients will not smoke in any part of the hospital building except when allowed, and under no circumstances before breakfast.

**1001.** Chewing tobacco will not be permitted.

**1002.** Patients will not leave their ward before the morning visit is over.

**1003.** Patients will be in bed at 9 p.m. in winter, and 10 p.m. in summer, and will not carry on any conversation after these hours, neither will they leave their beds or turn on the lights except for unavoidable causes.

**1004.** Patients will make as little noise as possible while in hospital, so that they may not disturb or annoy their sick comrades.



**1005.** Patients will not be allowed to receive any articles of food or drink brought or sent to hospital, without the permission of the Medical Officer.

**1006.** Patients who are N.C. Officers will assist in maintaining good order and discipline. In the absence of the hospital steward they will be held responsible for any irregularities.

### **Medical Boards**

**1010.** Medical Boards for invaliding and pension will be held at Headquarters.

**1011.** When a Medical Board is ordered by the Commissioner to assemble for the purpose of examining and reporting upon any member of the Force at any point, the Board will consist of three officers constituted as follows:—

1. President.—The Medical Officer of the Division.
2. Member.—A Member of the Board of Pension Commissioners of Canada—if not available, a qualified medical practitioner.
3. Member.—A qualified medical practitioner, except at Headquarters, Ottawa, where the Commissioner may make the president and one member of the Board to be the Police Surgeons or Acting Assistant Surgeons if available. (See para. 138.)

**1012.** The fee for civilian medical practitioners sitting as member of such Boards is \$5.

**1013.** The proceedings of the Medical Boards, together with a copy of the man's medical history, Form No. 971, in duplicate, will be forwarded to the Commissioner by the Surgeon.

### **Boards on Injuries**

**1018.** In any case of injury received by a member of the Force, which in the opinion of the Commanding or Medical Officer might be of a permanent nature, a board consisting of not less than two officers is to be convened to take evidence (including that of the attending Surgeon) and record the circumstances under which the injury was sustained. See also paras. 135 and 136.

### **Medical Returns**

**1020.** Stock is to be taken by the Medical Officer of each Division on Form 85 of all instruments, medical and surgical appliances and drugs on the 30th of April in each year, when instruments, medical and surgical appliances and drugs found



to be worthless or unfit for use are to be shown in the condemned column and disposed of as recommended by the Medical Officer and approved by the Commissioner.

**1021.** The following books and forms are to be kept at each Post:—

- Medical Record Book (Loose Leaf).
- Form 44, Daily Sick Report.
- Form 65, Medical Examination of Recruit.
- Form 97, Monthly Medical History Sheet.
- Form 145, Prescription Blanks.
- Form 205, Case History Sheet.

**1022.** At Posts where instruments, Medical and Surgical Appliances are carried, the following will be used:—

- A Prescription Book.
- Form 57, Details of Issues Extras.
- Form 58, Receipts and Issues Extras.
- Form 85, Return of Medical Stores.

**1023.** The following returns will be rendered by Post Surgeons:—

Description	Form	When due
<i>Daily</i>		
Morning Sick Report.....	44	Before 10 a.m.
<i>Weekly</i>		
Sanitary Report Barracks.....	M.S.	Friday.
<i>Monthly</i>		
Details of Issues Extras.....	57	1st.
Receipts and Issues Extras.....	58	1st.
Medical History Sheet (to include all sick on Detachment).....	97	1st.
<i>Annually</i>		
Report of Health of Division and Sanitary condition of Post M.S.....		Sept. 30.
As required. Case History Sheet.....	205	

For Medical Accounts and Vouchers, see paras. 2057 to 2062.

## DUTIES OF VETERINARY SURGEON AND VETERINARY STAFF

### General

**1030.** Records of the drugs and medicines used by the Veterinary Department are to be kept separate and distinct from those used in hospitals.

**1031.** Stock is to be taken of all drugs, instruments and veterinary appliances at Depot on the 30th of April in each year.

### Veterinary Surgeon

**1032.** The Veterinary Surgeon is stationed at Depot Division and will advise the Commissioner of any matters affecting the horses, stabling, shoeing and general care of the same

**1033.** He will examine and report upon the soundness of all remounts purchased for the Force.

**1034.** He will, when ordered, from time to time, visit and inspect the horses of the different Divisions, the stabling and forage, and report upon their general condition and stable arrangements.

**1035.** He will report upon all horses brought forward for casting, and will endorse his opinion on the boards on cast horses.

**1036.** He will likewise endorse his opinion upon all boards on horses which have died from any cause or those injured.

**1037.** He will supervise all accounts for veterinary medicines, veterinary attendance and shoeing.

**1038.** He is responsible that the Veterinary Staff Sergeants and farriers are thoroughly instructed in their duties, and that all orders relative to shoeing and the care of horses are carried out in their minutest detail.

**1039.** He will be responsible for the training of Officers, N.C. Officers and Constables at the Depot, in veterinary knowledge.

For instructions regarding Veterinary account and vouchers, see paras. 2070 to 2071.

### Veterinary Staff Sergeant

**1042.** The Veterinary N.C. Officer is to make a daily inspection of all the horses at the post at which he is stationed.

He is to render to the Veterinary Surgeon, or in his absence, to the Commanding Officer, a daily report of the sick and lame, and in any serious case he is to report the symptoms and treatment adopted, for immediate transmission to the Veterinary Surgeon.

**1043.** All medicines are to be compounded and administered by him, or under his immediate supervision.

**1044.** He is to report at once to the Commanding Officer any appearance of glanders, farcy or other contagious disorder in order that precautionary measures may be taken.

**1045.** The Pharmacy and forge are under his management, and he is responsible that the hospital stables are not occupied by other than sick horses.

**1046.** The ventilation of the stables, according to the state of the weather, is a matter of importance, which is under his immediate supervision. He will communicate to his Commanding Officer anything that he may observe as detrimental, or can suggest as beneficial to health.

**1047.** All orders given by him respecting the treatment of sick horses, are to be strictly complied with.

**1048.** The shoeing of horses is under the superintendence of the Veterinary Non-Commissioned Officer, who will be responsible that the horses are properly shod, and that the number of each is correctly branded on the near fore hoof.

**1049.** If a farrier from carelessness, or want of ability, lames a horse, or deviates from the prescribed mode of shoeing, or if there is reason to suspect that any man, either through remissness or evil disposition, has hurt or ill-treated his horse, he will after examining the wound, make a report to the Officer Commanding.

**1050.** He will inspect the horses of all detachments arriving or leaving division or district headquarters.

**1051.** He will send the sick report of horses, Form 45, daily to the Orderly Room, and will attend there when his services are required by the Officer Commanding.

**1052.** He must examine the daily issue of forage, and if not of good quality, report to the Commanding Officer.

### **Veterinary Records**

**1055.** The following is a list of books and records to be kept by the Veterinary Officer:—

Description Roll of Horses,  
Distribution of Horses,  
and Form 123, Record of Sick Horses, Form 166,  
Mileage and Form 167 Shoeing.

### **Veterinary Returns**

**1058.** Form 45 B (Weekly Sick Report), Single copy will be forwarded to the Veterinary Surgeon weekly.

**1059.** Form 155 (Post and Detachment Shoeing Return) Single copy will be forwarded to the Veterinary Surgeon monthly.

**1060.** The regulations for Veterinary Surgeons and the Veterinary Section will apply to Acting Veterinary Surgeons and Acting Asst. Veterinary Surgeons.

## **DUTIES OF NON-COMMISSIONED OFFICERS AND CONSTABLES**

### **General**

**1065.** A Constable has, by law, large powers and responsibilities placed upon him. It is necessary therefore, that he should so conduct himself as to gain the confidence and respect of the public to enable him to properly perform his important duties.

**1066.** He should be possessed of intelligence, discretion, firmness, active habits and good temper.

**1067.** He should always remember that obedience is the first quality required of him; it is the essence of discipline and the channel of advancement.

**1068.** He must always appear clean and correctly dressed, properly shaved, buttons and badges polished.

**1069.** His hair must be trimmed according to what is known as the Military Hair Cut, that is to say, short at the back and sides and of reasonable length on top and shaved at the sides behind.

**1070.** He must be attentive to his duties, and when on detachment must be active in patrolling his district, and persistent in the prevention and detection of crime.

**1071.** He must be courteous in his demeanor towards the public, harsh language to the public or persons in custody must not be indulged in.

**1072.** Swearing and the use of blasphemous and indecent language is forbidden.

**1073.** A Constable should practise the strictest sobriety, he must not frequent saloons or bar rooms except on duty.

**1074.** A Constable who is known to drink, cannot gain the confidence of his superiors or the respect of the public.

**1075.** A Constable should provide himself with a note book in which he may enter any important matters which come to his notice.

**1076.** A memorandum made on the spot may be used to refresh the memory when giving evidence.

### Saluting

**1080.** N.C. Officers and men will salute with the right hand, or in the manner prescribed when carrying arms, all officers of the Force, whom they know to be such, whether dressed in uniform or not, and Officers of the Army and Navy and the Canadian Naval, Military and Air Forces when in uniform.

**1081.** N.C. Officers and Constables will address all officers as "Sir", and stand at "Attention", while doing so.

**1082.** In a Court, an Officer, N.C. Officer or Constable will remove the head dress (When not on orderly duty) while the judge or Magistrate is present.

**1083.** N.C. Officers and Constables will salute His Excellency the Governor General of Canada, the Members of the Dominion Cabinet, the Lieutenant Governor of any Province, the Commissioner of any Territory, the Judges of Supreme Courts of the Provinces or Territories in which they are serving, and the Financial Comptroller of the Force, whenever or wherever they may recognize them.

**1084.** N.C. Officers and Constables will address Sergeants Major in the same manner as officers, and stand at "Attention" but will not salute them. They will address all other N.C. Officers by their rank.



**1085.** N.C. Officers and Constables on orderly duties conveying the message or order of a superior should receive the same without comment, and in delivering the message should preface it with the sender's compliments, e.g. "Sir", the Commissioner's or Supt., or Inspector so and so compliments, and etc.....

## **DUTIES OF N.C.O.'s AND MEN IN THE POST**

### **Division Sergeant-Major**

**1090.** The executive part of the interior economy of a division depends largely upon the Division Sergeant-Major, who, from his constant presence with the men has the opportunity of observing and checking irregularities.

**1091.** He is responsible to the Officer Commanding the Division that the regulations and orders, both as regards himself and every N.C. Officer and man in the division are strictly adhered to.

**1092.** He should set an example of orderly and moral conduct, and of zeal, promptitude and fidelity in the execution of every duty.

**1093.** He will usually have charge of the horses and stables at the district headquarters, and have a general superintendence over all drills at which an officer is not present, and will attend morning stables at least three times a week.

**1094.** He will see that the duties of the Veterinary Staff Sergeants are punctually carried out, reporting any apparent neglect to the Officer Commanding.

**1095.** He will have taken into Division Store the arms, kit, etc., of deserters, of the men in hospital, in guard room or on furlough, and such other articles as they do not take with them.

**1096.** When a man is admitted to hospital, the Sergeant-Major is responsible that his kit is immediately taken into Division Store.

**1097.** N.C. Officers and men of the Force who so desire may store their private effects, at their own risk, in some place which should always be kept under lock and key by the Sergeant-Major. Such private effects must be secured either by lock or seal, and plainly marked with the owner's name. In case of men being ordered suddenly on detachment

or detached duty, it is the duty of the Sergeant-Major to see that such articles of kit as are left behind are taken into division store.

**1098.** He will attend at all parades and inspections of his division, and will report to the Officer Commanding any deficiencies or repairs needed.

**1099.** He is to make frequent inspections of the barrack rooms, utensils, etc., and report all deficiencies in order that the charges may fall upon the person through whose neglect or carelessness damage has been caused, and not become a general charge against the division. He is to be assisted by the N.C. Officers or Constables in charge of barrack rooms.

**1100.** If a horse be taken ill, or meet with an accident, he is to report it immediately to the Officer Commanding his division and the Veterinary Staff Sergeant.

**1101.** Should he have occasion to confine a man, he is to report the circumstances to the Officer Commanding his division and to the Orderly Officer.

**1102.** He will keep a roster, and detail N.C. Officers and Constables and Horses for their various duties.

(a) He will initial all passes.

**1103.** Division artisans are under the charge of the Sergeant-Major.

**1104.** He will keep the Officer Commanding his division advised as to any repairs necessary to the barracks, harness, transport and equipment generally.

**1105.** He will be responsible that all horses are exercised daily.

**1106.** He is responsible that proper discipline is maintained in the Sergeant's mess, and will have a general supervision of all matters connected therewith. See also para. 2177.

**1107.** In case of the removal of the Division Sergeant-Major, an actual check of the stores, harness, transport, equipment, etc., will be made and certificates forwarded to the Commissioner.

### **Division Quartermaster-Sergeant**

**1110.** The Division Quartermaster-Sergeant is responsible for the safe custody of Clothing, arms, accoutrements, ammunition, necessaries, provisions, forage, fuel, light and gen-

eral stores supplied for the use of and for subsequent detailed issue to the Division, and also for the correctness of the various books, accounts, etc., in his department.

**1111.** He is to prepare the necessary monthly and other returns connected with his department, and submit them for signature to the Officer Commanding the Division, in time to be forwarded to Headquarters on the date laid down.

**1112.** When parties are detached from the Post, whether temporary or otherwise, it is the duty of the Quartermaster Sergeant to make the necessary arrangements for their subsistence.

**1113.** He is to issue rations to the Division. The issue to be made when possible in the presence of the Orderly Officer.

**1114.** He will also issue the forage and fuel, and be responsible for the condition of the hay corral and coal sheds.

**1115.** When stores which have been issued to detachments are returned, the Quartermaster-Sergeant will see that they are properly cleaned.

(a) When any damage appears not to have been caused by fair wear and tear, he will report the circumstances to his Commanding Officer.

(b) Tents, wagon covers, etc., if not dry when returned into store, must be thoroughly dried before being folded.

**1116.** Rations to both men and horses must always be weighed or measured. Issues by average (except hay and straw) are under no circumstances to be made.

**1117.** Particular attention must be paid to the sanitary condition of the meat store, as on this depends especially in summer, the quality of the meat.

**1118.** He will satisfy himself that all material issued to artisans and shown on expense requisition, has been used for Government work only.

(a) Articles manufactured by artisans must be received into store and issued on requisition.

**1119.** No one is allowed in the Quartermaster's Store other than on duty, and persons not members of the Force are especially prohibited from entering the stores, unless by permission of an Officer.

**1120.** Great care should be taken to guard against a fire in the stores.

**1121.** He will keep a "Weight Book" in which the weights or measurements of supplies of hay, oats, coal, ice, straw, bran, wood, etc., shall be entered when weights or measurements are taken. The gross tare, and net weight must be given.

**1122.** Quartermaster-Sergeants are to make themselves fully acquainted with the duties and instructions relating to their Department.

**1123.** The following books are to be kept in the Quartermaster's Store:—

- (a) Ledger,
- (b) Receipt and Issue Voucher Book,
- (c) Distribution Book,
- (d) Detachment Ledger,
- (e) Detachment Receipt and Issue Voucher Book,
- (f) Weight Book.

**1124.** In the case of the removal of the Q.M. Sergeant, an actual check of the stores, transport, equipment, etc., will be made and certificates forwarded to the Commissioner.

### Clerks

**1130.** N.C. Officers and Constables employed as clerks are to consider their occupation as of a very confidential nature and are to be held strictly responsible for their conduct in such offices. They will therefore be required to take a special oath of secrecy. Manuscript forms will be supplied from Headquarters on request.

**1131.** From the nature of their duties, it is evident that they will be held unworthy of the position, if, without authority, they divulge directly or indirectly, any matter that may come to their knowledge in the discharge of their duties, or hold any communication whatsoever with the public press.

**1132.** Working hours of Non-Commissioned Officers and Constables employed as clerks will be as follows:—

From 9.00 a.m. until noon and  
from 1.30 p.m. until 5.00 p.m.

**1133.** Offices are to be cleaned and ready for work at the above hours.

**1134.** Any clerk, detailed for noon or evening stables, will leave the office at the warning for stables.



**1135.** Should a fire occur in any building occupied or used as an office, or for any other purpose requiring the use of books, papers or other valuable property, the N.C. Officer or Constable in charge of such room or building will, without further orders, consider his first duty to be the supervision and assisting in the removal of such property from the building to a place of safety.

### **Artisans**

**1140.** Artisans, including Tailors, Saddlers, Carpenters, Electricians, Plumbers, Engineers, Painters, etc., are under the control of the Division Sergeant Major.

**1141.** Each artisan is to be provided with a book to be used as a work book in which he will enter daily the work performed, materials used, and articles manufactured, which are to be taken on the returns.

- (a) He will enter reasons for being absent from work.
- (b) The work book will be inspected and initialled by Division Commanders on Monday of each week.
- (c) The Quartermaster-Sergeant will initial for articles manufactured and taken on Q.M. Returns.

**1142.** The work books will be shown to inspecting Officers, who will note:—

- (a) That a reasonable amount of work has been performed.
- (b) That it was Police work.
- (c) That the expenditure of material was fair and reasonable.
- (d) That all manufactured articles have been taken on the returns.

**1143.** The work books when filled up are to be filed in the division orderly room, until authority to destroy has been given by the inspecting Officer.

**1144.** Reports of artisans must be initialled by the Sergeant-Major.

**1145.** Working hours of N.C. Officers, Constables and Special constables employed as artisans and mechanics, will be from 9 a.m. until noon and from 1.30 p.m. until 5 p.m.

**1146.** Shops are to be cleaned and ready for work at the foregoing hours.

- (a) Tools when not in use are not to be left lying about.
- (b) The neat arrangement of shops will be insisted upon.



**1147.** The provisions of paragraphs 1134 and 1135 apply to artisans in their respective spheres in the same manner as they do to clerks.

### **Batmen**

**1150.** When the public service will not suffer, Constables may be employed by officers as batman, but they are not entitled to have Constables detailed for batmen's duty. The service on the part of the Constable is purely voluntary.

**1151.** When a Constable desires employment as batman to an officer, he has to make an application in writing to his Commanding Officer.

**1152.** The remuneration for unmarried officers' batmen is not to exceed \$10 per month.

**1153.** Permission in writing must be obtained from the Commissioner before batmen are allowed to proceed with officers on transfer.

### **Teamsters**

**1155.** Teamsters will attend all stable parades when not out with their teams and will be held responsible for the cleanliness of the horses, harness and transport detailed to them.

**1156.** They will keep the transport sheds and harness rooms tidy, the transport properly greased and ready for instant use.

**1157.** They will report to the Division Sgt. Major any repairs required to transport or harness.

**1158.** Transport when not in use is to be kept in the transport shed and not left standing in the Barracks yard.

**1159.** Whips, rugs and robes, when not in use, will be kept in the harness rooms or other suitable place provided for that purpose.

**1160.** Harness when not in use will be hung up neatly on pegs in the harness room in a uniform manner.

### **Chauffeurs**

**1165.** Chauffeurs will be responsible for the tidiness of the garages and will keep the cars assigned to them clean and fit for instant use.

**1166.** The driver of a car is responsible that the car is carefully driven without danger to the public or the occupants or of damage to the car. He must not drive at an excessive speed. On return of the car to the garage, the car must be cleaned, recharged with gasoline if necessary, oiled, inspected and made ready for use.

**1167.** If there is any delay when car is ordered out, it will be assumed as negligence on the part of the Driver.

**1168.** The Driver will be held personally responsible for damage caused by his car to other cars or for injuries to persons or property. This responsibility will not be waived by the presence in the car of officers or members of the Force senior to him.

**1169.** For care and operation of mechanical transport see appendix X.

### **DUTIES OF THE PROVOST AND PRISON STAFF**

**1174.** The provost and his assistants will come on duty at reveille daily, and shall take over charge of the guard-room and prisoners, after a thorough inspection; from the Night Guard, receipting for the prisoners in the book kept for the purpose, and shall remain on duty until handing over to the Night Guard at 6.30 p.m. daily.

**1175.** The Provost will closely inspect all escorts on their reporting to him for duty, and he will be held responsible that they are clean and properly dressed.

**1176.** Before an escort is allowed to leave the Guard Room with a party of prisoners, the Provost must thoroughly satisfy himself that he, (the escort) fully understands his orders and the work he is required to do.

**1177.** Smith and Wesson pocket pistols may be carried by the Provost and Assistant Provost.

**1178.** He is responsible that the prison regulations and routine are strictly carried out, and that prisoners leave and return to the guard room under proper escort.

**1179.** He will tell off the prisoners to their respective work in accordance with the orders of the Commanding Officer through the Sergeant Major.

**1180.** When the prisoners are at work or exercise, he will thoroughly search the cells and all parts of the prison

and will report the circumstances connected with the finding of any matches, tools, or unauthorized articles.

(a) Cells will be searched before prisoners are locked up for the night.

(b) Prisoners will be searched on returning from work or exercise, or after being visited by friends.

**1181.** The Provost shall be present at the meals served to prisoners, and shall see that the food is good, properly cooked, decently served, and in accordance with the dietary rules.

**1182.** Prisoners awaiting trial will be exercised twice a day, for half an hour in fine weather.

**1183.** Prisoners undergoing sentence of hard labour will have their hair cut when necessary.

**1184.** He will see that all parts of the prison building are in a thorough state of repair.

**1185.** Any prisoner reporting himself sick is to be detained in his cell pending the visit of the Medical Officer.

**1186.** The Assistants are to carry out their duties under the direction of the Provost.

**1187.** It is their duty to guard and watch the prisoners and oversee them while at work, and to see that they are never left alone when in the jail yards, or when cleaning any portion of the premises outside the jail limits.

(a) In this connection, the precincts and the barracks generally are considered to be the jail yards.

**1188.** They shall immediately report to the Provost, for further reference to the Officer Commanding, any case of disobedience, insubordination, or any infraction of the rules and regulations on the part of any prisoner, and shall see that the punishment awarded by the Commanding Officer is strictly carried out.

**1189.** An insubordinate or unruly prisoner shall be immediately confined in his cell, pending a report on his case.

**1190.** The Provost and his assistants when searching a male prisoner admitted to the jail, shall make the search thorough, no matter what the charge against the prisoner may be.

**1191.** Prison latrines should be thoroughly searched for pistols and other offensive weapons which may have been placed there for the use of prisoners contemplating an escape.

### **The Prison Matron**

**1196.** The Matron shall reside in the female prison, or if no quarters are available, within a convenient distance from the post to which she is attached, and will be in readiness to respond to all police calls that may be made upon her services, day or night.

**1197.** She shall be in attendance at such fixed hours as may be prescribed from time to time.

**1198.** She shall see that all female prisoners are searched upon admission, and that all articles found are delivered to the provost and that the list thereof in the Prisoners' Effects Book is signed by the prisoner.

**1199.** She shall have charge of and care for all female prisoners confined either as prisoners or witnesses, runaways, etc., and will render such assistance to them as may appear necessary.

**1200.** She will be under the orders of the Provost of the post to which she is attached, so far as the female prisoners confined at the post are concerned.

### **Duties in regard to Prisoners, Guard Room and Prison Equipment**

**1205.** The Commanding Officer of any Police post at which a guard room is situated, shall be ex-officio keeper of the same.

**1206.** In so far as applicable, the regulations for the government of jails and jail officials in any province or territory, in which the guard room is situated, shall be in force.

**1207.** The Commanding Officer may appoint a N.C. Officer to act as Provost and Constables as Assistant Provost and detail Constables as guards and escorts, and shall when a female prisoner is in custody employ a woman to act as Matron.

**1208.** He may issue regulations for the government and discipline of the guard room not inconsistent with the Penitentiary Act, the rules governing jails in the province or territory in which the guard room is situated and these regulations.



**1209.** Jewelry, moneys and valuable papers, the property of prisoners, are to be kept in the Commanding Officer's safe.

**1210.** Guard rooms are to be connected with barrack rooms by electric gongs, and in case of fire, attempted rescue or escape, an alarm is to be at once given.

**1211.** All alarm bells connecting barracks with guard rooms are to be tested weekly, and the fact noted in the official diary of the Post.

**1213.** When members of the Force on detachment have a prisoner in their charge and find that it is necessary for each member to absent himself on pressing duties, a Special Constable is to be employed to take charge of the prisoner. The N.C.O. or Constable in charge of the Detachment will report the circumstances without delay to his Officer Commanding.

**1214.** Commanding Officers must see that the discipline of their guard room is rigidly maintained, and that all the duties in connection with the care of prisoners are carefully performed.

- (a) They will frequently inspect the guard-room, paying special attention to the general security thereof, doors and window fastenings, levers, handcuffs, and leg irons, safety place for keys, etc.
- (b) They will be accompanied by the carpenter and blacksmith. Any alterations or repairs found necessary are to be carried out forthwith.
- (c) At such inspections the Commanding Officer will ascertain from each prisoner if he has any complaints.

**1215.** In every guard room, suitable cells are to be set aside for female prisoners, separate and distinct from other portions of the guard rooms, and suitable sanitary arrangements are to be provided for female prisoners. Where possible a separate building from the male guard room is to be used for female prisoners.

**1216.** All prison tools, when not in use, are to be locked up in a safe place provided for the purpose.

**1217.** Prison clothing, as approved by the department, will be supplied for all prisoners undergoing sentence in guard rooms.

**1218.** Articles such as blankets, underclothing, boots, etc., may be transferred from division casualty store to guard room store for prisoner's use.



**1219.** The coats of all convicted prisoners confined in guard rooms, when suitable clothing is not procurable, will be stamped in front and back with the letter "P." This letter is to be in white, and six inches in length.

**1220.** Articles of Police uniform, converted or otherwise, are not to be worn by civil prisoners.

**1221.** It is to be remembered that lunatics, confined in guard rooms are only held for their own safety, and they should be treated with every kindness and consideration. Every care should be taken to prevent them injuring themselves, or setting fire to the guard room.

**1222.** All prisoners are to be searched and where possible before a witness, the males by the Gaoler and the females by the Matron. All dangerous weapons, articles calculated to facilitate an escape and other articles not necessary for the prisoner's use while in Gaol shall be taken from them, and a list thereof entered by the gaoler in the Prisoner's Effects Book, together with an account of all money and other articles which he may have, and shall be signed by the Gaoler and the witness, and if possible by the prisoner himself. An account of all money and other articles which may be sent to the prisoners while in confinement are also to be entered in this book, and such articles and money shall be delivered to them, in the discretion of the Officer Commanding and subject to paragraph 1209. Unlawful weapons, burglars' tools, and other similar articles may be retained by the Gaol authorities, when prisoners are discharged from the Guard Room.

**1223.** In the event of the R.C.M. Police being responsible for the maintenance of law and order in any Province, when an insane person in that Province is to be committed to Gaol, to await the pleasure of his Honour the Lieutenant Governor, the member of the Force attending the trial will request the Justice of the Peace to commit such person to the nearest gaol or Guard Room which is en route to the Hospital for the Insane at which the insane person is likely to be incarcerated irrespective of the district in which the committal is made.

**1224.** Persons convicted or accused of any offence under any ordinance of the Northwest Territories, or any municipal by-law or regulation or sentenced to confinement under any such ordinance, by-law or regulation, or arrested under any civil process, shall be received and kept in any jail or lock-

up created under the authority of the Northwest Territories Act, or under any Act amending the same, upon condition that the cost of the maintenance of such prisoner, during the period such prisoner is to be imprisoned, is paid in advance to the sheriff, jailer or other officer in charge of such jail or lock-up. Provided, however, that if such prisoner is to be confined for a period exceeding two weeks, then the cost of maintenance at the rate aforesaid, may be paid weekly in advance. In so far as R.C.M. Police Guard Rooms are concerned, the Commissioner will advise from time to time as to what rate of maintenance is to be charged. Cost of maintenance chargeable to Federal Departments will be collected at Ottawa.

**1225.** A matron must invariably accompany escorts proceeding with female prisoners and lunatics, and the matron will be in immediate charge under the direction of the escort, but the escort will be responsible for the security of the prisoner or lunatic.

**1226.** The scale of rations for a civilian prisoner will be on the same basis as a single ordinary ration for a member of the Force, of the following articles, namely, beef, oatmeal, sugar, salt, bread, potatoes, coffee, and pepper.

**1227.** Sanitary utensils are to be provided in the cells.

**1228.** No prisoner in the custody of the Force shall be left alone in a cell for the night, or for any long period without someone being in charge of and present in the building.

### **Orders for Prison Escorts**

**1230.** Constables detailed for escort duty will report at the guard room to the Provost, properly dressed, at the time ordered.

**1231.** Escorts will be under the orders of the Provost, until dismissed by him.

**1232.** Escorts will take prisoners placed in their charge to the work detailed by the Provost or his assistants and return with them, when the work is completed, or when ordered to do so, and will hand them over personally to the Provost or his assistants.

**1233.** An Escort, when marching prisoners to their work, or otherwise, when passing or meeting an officer, will give the command "Eyes Right," or "Eyes Left" and salute him.

If an officer passes prisoners at work the escort will give the command "Attention" when all prisoners will cease work and stand to attention and the escort will salute.

**1234.** Prisoners when marching to work, or otherwise, are to be marched in the roadway, single file, and in quick time.

**1235.** Escorts during hours of duty, are under no circumstances to take off their side arms, except when on duty in the corridors of the prison.

**1236.** Escorts will be responsible that prisoners do not pick up any articles such as old pipes, cigar or cigarette ends, etc., while at work or otherwise.

**1237.** When prisoners have been in the jail yard for any purpose the escort in charge will carefully search the yard, latrine, tool house, etc., and satisfy himself that no prisoner has been left out before he returns to the guard room and locks the door.

**1238.** Escorts must immediately return to the guard room with prisoners, or any of them, should they refuse to work or commit an assault. If they commit any other breach of the prison rules, it is to be reported to the provost or his assistant at the usual time of returning to the guard room.

**1239.** In the case of a prisoner at work desiring to go to the "Rear," the escort will take the party to the guard room, so that the prisoner may be escorted singly to the "Rear" provided for the purpose.

**1240.** Escorts will be held responsible that the prisoners in their charge perform their work in a proper manner, allow no talking or idling.

**1241.** They will allow no unauthorized person to speak to the prisoners, and will not do so themselves, except in connection with the work in hand.

**1242.** Escorts will be most particular in keeping prisoners out the full working hours.

**1243.** Escorts are not to sit down or lounge while on duty.

**1244.** Escorts will keep in rear of prisoners and be at such a distance from them as to prevent talking, and to be able to see that the work is being properly performed.

**1245.** At no time shall an escort allow any prisoner in his charge to be out of his sight.

**1246.** Escorts will immediately return with prisoners to the guard room on "Fire Call" sounding.

**1247.** Prisoner's escorts, when in uniform, will carry regulation side arms.

**1248.** The Smith & Wesson pocket pistols are to be carried only on plain clothes duty.

### **Escorting Prisoners and Lunatics to Places of Confinement**

**1255.** Members of the Force are reminded that prisoners will escape if the opportunity offers; constant care and vigilance only will prevent escapes.

**1256.** Escorts with prisoners must, at all times, have their side arms loaded.

**1257.** It must be clearly understood that where a guard or an escort consists of more than one, all are collectively and each individually responsible. The senior must report the laxness of any under his command, and likewise should the senior in charge be negligent, and thus endanger the safe custody of the prisoner, then those under his command must report him to higher authority.

**1258.** Escorts with lunatics will not wear side arms.

**1259.** Escorts will frequently and closely inspect the handcuffs, leg irons, chains, etc., placed on prisoners, the fastenings of doors, windows, etc., in places where they may be confined and the locks, seals or other means by which the property in their charge is secured.

**1260.** Neither by night or day should an escort separate from or lose sight of his charge.

**1261.** Special care is to be taken by escorts in seeing that prisoners have no opportunity to secure possession of the keys of handcuffs or leg irons.

**1262.** When escorts are travelling with prisoners, the handcuffs and keys, when not in use, will be carried in a pouch provided for that purpose and worn on the belt. Leather tabs stitched to the keys to be buttoned on to the stud and underneath the flap of the pouch with the key in small pocket inside the pouch.



**1263.** Escorts conveying prisoners or lunatics to penitentiary, jail or asylum from Police guard rooms must be furnished by the Provost with a list, in duplicate, of the prisoner's property transferred, certified correct by the prisoner, together with the prisoner's effects, warrant of commitment and medical health certificate.

**1264.** On handing over the prisoner or lunatic, the escort should obtain a receipt on the copy of the list in his possession which he will forward to his Commanding Officer with his report.

**1265.** Prisoners are not to eat in Dining Cars, except by special arrangements.

For instructions regarding transport requisitions, see paras. 2120-2141, Re-read paras. 1221 to 1228 also.

### **Searching Prisoners**

**1270.** Immediately after the arrest of a person charged with an indictable offence, the Constable should search the prisoner for weapons, or for anything connected with the crime or anything which might facilitate his escape.

- (a) A list of property as taken is to be at once prepared and signed by both Constable and prisoner in the presence of a third party, if possible; where no property is found, a statement to that effect must be signed in the same way.
- (b) This list, in duplicate, must accompany the prisoner to wherever he may be confined and a receipt taken in every instance where he may be handed over to the custody of another person, the duplicate list of property to be handed over with the prisoner.
- (c) Special care must be exercised with regard to weapons to see that they are carefully secured in a safe place.
- (d) If the prisoner be a female, a woman should be invariably employed to make the search.

**1271.** When an accused person, charged with an indictable offence, who is on bail, surrenders himself into custody to stand his trial, or for any other purpose, he is to be searched forthwith for concealed weapons.

**1272.** Search should be made in a private room and not in open court.

**1273.** When prisoners have been arrested for non-indictable offences, only, search should be made for offensive weapons.



**1274.** A complete change of bedding and clothing is to be made frequently in case anything is concealed therein.

### **Death Watches and Condemned Prisoners**

**1280.** The following regulations are published for the guidance of members of the Force for the safe-keeping of condemned prisoners.

**1281.** A prisoner found guilty of murder and sentenced to be hanged will have a Death Watch over him, which will consist of three men detailed by the Officer Commanding, and will go on duty in turn for a period not exceeding four hours at a time, and will perform this duty successively during the day and night, a Permanent death watch may be detailed for this duty.

**1282.** A N.C.O. if possible, or a senior reliable Constable, is to be placed in charge of the Night Guard when there is a Death Watch.

**1283.** A careful and accurate record of the Death Watch is to be kept by the Provost during the day and by the N.C.O. or Constable of the Night Guard during the night, and they will see that the Death Watch on no condition whatsoever ever leaves the condemned prisoner.

**1284.** The Provost or Assistant Provost during the day, and the N.C.O. or Constable in charge of the Guard at night is directly responsible for the safe-keeping and guarding of the condemned, and the Death Watch is assigned to assist them.

**1285.** The Death Watch will mount without arms of any kind, and will, at all times, have a pair of hand-cuffs, out of sight, in one of their pockets.

**1286.** They will be at all times, in attendance on the condemned prisoner, and there is never to be the slightest misunderstanding as to who is on this duty.

**1287.** The cell is not to be opened during the day except in the presence of the Provost, and at night in the presence of the N.C.O. or Constable in charge of the Night Guard, unless in case of urgency.

**1288.** The Provost, and N.C.O. or Constable in charge of the Night Guard will see that the Death Watch is enabled to get into the condemned cell without difficulty or waste of time, should it be necessary.

**1289.** The Prisoner's food is to be cut up for him, and he will be supplied with a spoon only to eat same with.

**1290.** No article whatever is allowed to be sent into the condemned prisoner from the outside.

**1291.** Every article of every kind, class or description whatsoever that goes to the prisoner is to be scrutinized by the Provost and Death Watch during the day, and by the N.C.O. or Constable in charge of the Night Guard, and Death Watch during the night.

**1292.** Extra vigilance regarding bedding and clothing and inspection of Sanitary utensils is to be exercised.

**1293.** No one authorized to see a condemned man, by order of a Judge or Sheriff, shall be allowed to do so except in the presence of an Officer.

**1294.** The Orderly Officer shall visit the Guard each night at irregular hours, and two or three times weekly an extra visit should be made towards morning.

**1295.** The actual handling of the Prisoner will be done by a man who is not carrying any arms, so that there will be no chance of him securing a revolver.

**1296.** The cell containing the condemned man will be isolated in so far as possible.

**1297.** If an open steel cage is used, it will be so placed that all Guard Room walls are well out of reach of the condemned prisoner, and temporary railing should be put around, so that no persons visiting can come too close to the cell. The Death Watch to sit inside the railing.

**1298.** A condemned prisoner is not to be given exercise.

**1299.** The safe-keeping of the condemned man will depend on the vigilance of the Officers and every member of the Force.

### **Care of Prison Equipment**

**1305.** Handcuffs and leg irons must be kept clean and carefully polished.

**1306.** The keys of handcuffs and leg irons are to be locked in a secure place, when not in use.

**1307.** Handcuffs and leg irons are to be numbered consecutively throughout the Force, and the keys will be stamped with the corresponding number.

**1308.** Officers Commanding when forwarding requisitions for hand-cuffs and leg iron keys to replace losses or broken ones, must attach an explanatory report to the respective requisition showing:—

- (a) By whom lost or broken, where and date.
- (b) Circumstances of loss or damages.

**1309.** The value of the keys lost or broken, is, to be charged against the pay of members of the Force concerned and in addition, if gross negligence is apparent, a charge must be preferred and dealt with.

**1310.** The repayment price of leg irons and cuff keys is 20 cents each.

### **Duties of Non-Commissioned Officers and Constables on Detachments**

**1320.** It is incumbent upon the N.C. Officer or Constable taking charge of any detachment to immediately make himself familiar with his duties generally and with all past instructions in regard to them on record at the detachment.

**1321.** With respect to such matters concerning which no written instructions exist, it is assumed that a N.C. Officer or Constable on detachment, is capable of acting intelligently in the interests of the Public and the Force to which he belongs, without in every instance requiring instructions, and he will be held responsible accordingly.

**1322.** N.C.O's. in charge of Detachments are responsible for the proper conduct and discipline of those under them, and should they find any member indifferent in the matter of duty, careless or slovenly in dress or habits, the fact must be reported at once to the Officer Commanding the Division.

**1323.** They should be particularly careful in the matter of intoxicants, as their inordinate use discredits the Force in the public mind. Breaches of discipline of this character will be severely dealt with.

**1324.** They should as far as possible make themselves acquainted with the names of persons in the district, their locations, reputations, property, if owners of cattle or horses, their brands, and if owners of mining property their claim numbers, etc. and generally all matters concerning them. In

addition, they should learn all trails, important land marks, and such like.

**1325.** The detachment quarters, stables and out-buildings should be kept tidy and neatly arranged.

**1326.** Stores, saddlery, harness, etc., must be carefully looked after and hung up as far as possible in such a manner as will enable their being easily examined and checked by an inspecting officer. A little care in this respect prevents articles being mislaid, damaged or rendered unfit for service.

**1327.** They will state in the weekly reports (From 102) the condition, shoeing, etc, of the horses of the detachment.

**1328.** Every detachment remote from towns or villages should be supplied with small medical and Veterinary chests containing simple remedies, with directions for use. N.C. Officers and Constables concerned will report when any medicines are exhausted and require to be replenished.

**1329.** A N.C. Officer or Constable in charge of a detachment will make an immediate report to the Officer Commanding his division in the event of either himself or any member thereof being incapacitated by sickness, in order that the necessary steps may be taken to furnish medical attendance and provide for the performance of the public service.

**1330.** It is the duty of N.C. Officers and Constables in charge of detachments on the line of railway to report immediately any irregularity occurring on trains by members of the Force.

**1331.** The following regulations must be carefully observed by the Non-Commissioned Officer or Constable in charge of a detachment and by the relieving Non-Commissioned Officer or Constable, when a change is being made in the personnel in charge:—

- (a) Check all stores, horses, equipmet, etc., carefully, being certain that no shortages exist, and forward receipt for the same to the Officer Commanding the division.
- (b) Should any shortages exist they must be noted on the receipt, otherwise the N.C. Officer or Constable taking over the detachment will be held responsible for the same. In this connection see para. 1601 and 1640.
- (c) The diary and other books and returns are to be entered up to date by the N.C. Officer or Constable relieved.



- (d) All circular memoranda, standing orders, and correspondence are to be handed over to the person taking charge and any matter pending on date of exchange will be fully explained to enable its intelligent completion.
- (e) All duties appertaining to other Government Departments (at the time being looked after by the detachment) are to be carefully explained by the person being relieved.
- (f) Similarly with regard to all patrol and police duties.

## DETACHMENT RECORDS AND RETURNS

### Detachment Offence Book

**1335.** This book is intended to be a permanent record of all offences which come within the cognizance of each Police Detachment.

(a) Offences will be classified in the same manner as set out in Form 125, as follows:—

(i) Offences against Federal Statutes arranged alphabetically. For example:—

Against Customs Act,  
 “ Dominion Elections Act,  
 “ Dominion Forest Reserve and Parks Act,  
 “ Excise Act,  
 “ Explosives Act,  
 “ Fisheries Act,  
 “ Immigration Act, etc., etc.

(ii) Offences against the Criminal Code. For example:—

Against public order,  
 “ Peace in vicinity of Public Works,  
 “ Law and Justice,  
 “ Religion and Morals,  
 “ The Person,  
 “ Rights of Property,

Relating to Bank Notes, coin and counterfeit money.

(iii) Offences against Provincial Statutes, also arranged alphabetically according to whichever Province is concerned,—if the Royal Canadian Mounted Police are responsible for the enforcement of such Provincial Statutes.

(iv) Offences against Dominion Parks Regulations.

(v) Any other offences for which the detachment may be required to keep cognizance.

**1336.** The Offence Book must be an intelligent record of all complaints and offences reported to, or which come within the knowledge of the detachment, and are to be entered



immediately on being received, hour and date of complaint noted. It must contain the complainant's name and address, and all possible information, particularly with respect to dates, time, place, names or aliases, description of persons and property, etc., etc., in the matter of offences, and any information which may tend to the future arrest or identification of any culprit.

**1337.** The "Action column" should contain minute record of all action taken. If a warrant is issued, the name of the Magistrate should be entered.

**1338.** If a case is disposed of summarily before a magistrate the fact should be stated, giving the date of the judgment, substance of same, and name of Magistrate. If a person is held for trial to the Supreme Court, admitted to bail, or committed to jail, it should be stated, and the name of the Magistrate entered with the date. The date the accused or any convicted person is removed from any detachment should be stated together with the name or names of escort.

**1339.** In cases where offenders have left the Detachment limits to avoid arrest or service, and are wanted; immediate pursuit is to follow in serious cases, and a report is to be at once sent to the Officer Commanding the district, and all detachments notified, name, description, offence, dates, etc., to be given. No time is to be lost in making this report.

**1340.** The "Offence Book" is to be considered confidential and is to be in the personal charge of the N.C. Officer or senior Constable of the detachment. None but members of the Force may have access to it. It should be kept under lock and key.

### **Detachment Diary**

**1345.** An official diary will be kept at each detachment, daily entries being made therein by the N.C. Officer or Constable in charge of all work and duties performed, condition and shoeing of horses, warrants executed, summons and other court processes served, summary of Police Court cases disposed of, matters in general, local patrols made, escorts provided, etc., etc. Arrivals and departures (stating the time) of police parties, patrols and their particular duties, will also be entered in the diary, together with the Regimental numbers of the men and horses.

### **Detachment Stamp Account**

**1350.** A Stamp account will be kept at every detachment, which will show the stamps received, dates issued, the purpose

for which used. This account is to be produced at inspection. See also para. 2075.

- (a) It is to be understood that stamps issued to detachments are not to be used for other than Police business, and the N.C.O. or Constable in charge will be held responsible by his Commanding Officer for the proper expenditure of such stamps.

For Q.M. Division, and Casualty Store Returns, see paragraphs 1760 to 1770 and 1815 to 1861.

### **Other Reports and Returns**

**1355.** All other detachment reports and returns will be furnished as directed by Officers Commanding Divisions to enable them to keep fully informed as to all matters in the district.

## **USE AND EQUIPMENT OF DETACHMENT**

### **Use**

**1360.** Those portions of detachment buildings set apart for Police use are subject to the same regulations as Police Barracks and Camps, and the duties of N.C.O's or Constables in charge are defined under duties. Detachment buildings are not to be used except for purposes allowed by the regulations and they must be kept tidy and neatly arranged.

### **Equipment**

**1361.** Detachments will be supplied with all Police Books and manuals, medicine and Veterinary medicine chests when considered necessary, also the usual Police equipment and transport approved by the Officer Commanding. Responsibility for the care of all Government property is imposed upon all members of the Police on detachment, in the same manner as in Police Barracks and camps. See para. 1600, and 1640.

## **BARRACK DUTIES, GUARDS AND PIQUETS, FIRE PARTIES AND FIRE REGULATIONS, INSPECTIONS AND PATROLS**

### **Barrack Duties—General**

**1365.** Members of the Force in charge of a district or a post are responsible for the state of the Barracks.

**1366.** The quarters must always be orderly and clean, the barrack furniture being regularly arranged, and kept in good order and repair.

**1367.** There is to be hung up in each room, a board with a list of all articles therein, which are the property of the Government (Form 132). The N.C.O. or Constable in charge will be held responsible for the articles mentioned thereon.

**1368.** All damages or deficiencies occurring through carelessness will be chargeable to the person who is responsible therefor, or assessed as barrack damages.

**1369.** The windows must at all times be kept clean, N.C. Officers or Constables in charge of barrack rooms will be held responsible that men's sheets and pillow cases are regularly washed, and that men change their underclothing once a week, as there is nothing more conducive to health than regular ablution and clean clothing of every description.

**1370.** Blankets must be hung out weekly to air.

**1371.** No clothing, arms or anything whatever must be allowed to lie about, everything must be in its proper place in accordance with the regulations and properly arranged.

**1372.** A card containing each man's number, name and the number of his arms, is to be hung from the shelf over his bed.

### **Duties of Orderly Officer**

**1380.** An officer under the rank of Superintendent will be detailed daily as Orderly Officer.

**1381.** The Orderly Officer will have the general superintendence of the barracks during his tour of duty. Should any disturbance or fire take place, he will at once acquaint the Officer Commanding, directing at the same time (if necessary) any available force to turn out.

**1382.** He will visit the men's mess and prisoners in the guard room at the dinner hour, to ascertain whether they have any complaints.

**1383.** He will visit all the rooms occupied by the men once a day. Sundays excepted, and see that they, and the passages, kitchens and outhouses, are clean and regular; further that the windows are thrown open when the weather permits.

**1384.** He will visit the hospital at least once a day, to ascertain whether the patients have any complaints.

**1385.** He will visit the guard and sentries both by day and night, to see that they are on the alert and acquainted with their orders; also the stables at night to see that the horses are all right, stating in his report the number of horses and other animals present.

**1386.** He will visit all cells by day and carefully inspect them.

**1387.** He will visit each cell by night, count the prisoners and state in his report the number in charge of the guard at the night inspection.

**1388.** He will be present at the issue of rations to see that they are of proper quality and weight. Should the quality be inferior, he will report to the Commanding Officer, in order that a board may be assembled to investigate and report.

**1389.** He is not to leave the barracks except on duty or by permission of the Officer Commanding.

**1390.** He is to be present at the arrival and departure of all parties at or from the barracks during the day, and will carefully inspect the men, arms, horses and transport (if any) particularly neck yokes, wheels, hames, traces, pole straps, whiffletrees, etc.

**1391.** He will inspect the guard on mounting and dismounting.

**1392.** He will attend all stable parades, and see that the orders relating thereto are strictly carried out. He will attend the issue of forage, and see that the proper quantities are drawn for the division horses.

**1393.** His tour of duty extends from reveille to reveille.

**1394.** He will receive the "Tattoo" reports at last post from the Division Orderly at the guard room.

**1395.** He will attend orderly room at the hour appointed for the disposal of prisoners

**1396.** He will inspect the transport and sheds daily.

**1397.** He will visit the Sergeants' Mess, canteen and recreation room daily.

**1398.** He will visit the artisans daily, and see that they are properly employed.



**1399.** He will be present at 6.30 p.m. when the prisoners are handed over by the Provost to the night guard.

**1400.** He will satisfy himself that the keys of the guard room cells and cell levers were in possession of the N.C. Officer of the Guard by night.

**1401.** On completion of his duty, he will report on Form 143 that the foregoing duties have been performed, and insert therein any complaints, irregularities, departures, arrivals, absentees, under arrest, etc.

**1402.** In the absence of a sufficient number of officers in barracks a N.C. Officer, not under the rank of Sergeant may be detailed to perform any or all of the duties of Orderly Officer.

### **Duties of Division Orderly Non-Commissioned Officer**

**1410.** A Non-Commissioned Officer shall be detailed to Division Orderly for the purpose of assisting the Sergeant Major in carrying out the post duties.

**1411.** The Division Orderly's duty is a weekly tour.

**1412.** It is his duty to call the roll at all parades, daily, and report the result to the Division Sergeant Major, or senior N.C. Officer present.

**1413.** On "Rations" sounding, he will attend at the issue thereof, reporting to the Orderly Officer.

**1414.** To muster the sick at "Sick call" and march them to the hospital.

**1415.** To visit the stables frequently from "reveille" to "Tattoo," to see that the stable orderlies are present, stables clean and in orderly condition, and that the forage and bedding is ready for distribution.

**1416.** To visit the barrack rooms between the hours of 8 a.m. and 9 a.m. to see that the beds are properly made up and the floors swept clean, rooms tidy and kits properly arranged.

**1417.** To visit the lavatory at least four times a day to see that it is kept clean and that the water supply is ample.

**1418.** To see that the refuse is taken away from the mess room, kitchen and lavatory, twice during the day.



**1419.** To call the roll between the first and last post and report "all present" or otherwise to the Orderly Officer.

**1420.** To see that all lights are extinguished in the barrack rooms at "Lights out" sounding.

**1421.** To make out the daily "Tattoo" report and return of men on Pass, and absentees To ascertain and report daily at "Tattoo" that the fire buckets are full of water and ready for use, and certify to this on the "Tattoo" report; report to be handed to the Orderly Officer, after being initialed by the Sergeant Major.

**1422.** To prepare the daily morning state.

**1423.** To collect the "sick" reports of men and horses from the medical and veterinary departments.

**1424.** To hand all reports and states, together with his own report to the Sergeant Major, before 9 a.m. daily.

**1425.** He will warn all men for duty, pursuant to the detail handed him by the Sergeant Major, personally for routine duties, or by posting their names on the notice board.

**1426.** The Division Orderly will make himself fully conversant with the "Orders" of the post at which he is stationed.

**1427.** He will perform such other duties as the Division Sergeant Major may order.

### **Night Guards and Piquets**

**1430.** A night guard of a strength of not less than two, the senior of whom shall be in charge, shall be mounted daily at 6.30 p.m. at every post at which there is a guard room.

**1431.** This guard will take over from the Provost after a thorough inspection, in the presence of the Orderly Officer, the prisoners confined in the guard room and will receipt, for the number in a book provided for the purpose, and the night guard will be responsible for the safe-keeping of the Prisoners until they are handed over to the Provost the following morning.

**1432.** The keys of the guard room will be turned over by the Provost to the N.C. Officer or Constable in charge of the night guard, and they will by him be returned to the Provost the following morning.

**1433.** All Guard Room keys, in addition to being numbered, must have a leather or metal tag of sufficient size to be easily identified, attached to each, with name of door, corridor, etc., to which it belongs plainly marked thereon.

**1434.** No duplicate keys connected with the Guard Room are to be left in the possession of the Provost, but must be kept by the Commanding Officer in his office safe.

**1435.** The night guard will carry arms loaded, and the N.C. Officer or Constable in charge will be responsible that they are unloaded at dismounting.

**1436.** Cells are not to be opened by the night guard except in emergency or for the purpose of admitting a prisoner.

**1437.** In case of the serious illness of a prisoner, the N.C. Officer or Constable in charge of the night guard must at once have the Medical Officer notified.

**1438.** Stoves, Pipes and Chimneys in Guard Rooms must be carefully examined, at regular periods and any defect likely to lead to accident, immediately remedied. Provost, Escorts, and Guards must be explicitly instructed with regard to over-charging stoves and overheating, which is especially likely during high winds.

**1439.** Orderly Officer and Inspecting Officers must bear constantly in mind the danger of fire and be always on the alert to defects in the heating arrangements.

**1440.** A receiving cell is to be provided in every guard room, in which prisoners arriving after the night guard has been mounted, shall be placed, after having been searched for arms and other weapons, poisons, matches, and anything with which a prisoner may harm himself or endanger the guard room.

- (a) These and other effects, together with warrants, etc., are to be handed to the Provost the following morning.
- (b) If no warrant accompanies the prisoner, the Provost is to be so informed, together with the name of the Constable who brought the prisoner and the nature of the charge.

#### **The N. C. Officer or Constable in Charge of the Night Guard**

**1450.** He is to carry out strictly all the orders issued for his guidance, and for that of the guard, and will see that they are fully explained to the men, and will report any unusual occurrence, that may happen during his tour of duty.

**1451.** He is responsible for the safety of the prisoners in the guard room during his tour of duty, and until they are handed over to the Provost, and will state the number of prisoners taken over in his guard report.

**1452.** He is not allowed to sleep during his tour of duty.

**1453.** He will take the utmost care of the keys of hand-cuffs and leg irons in his charge.

**1454.** When not in use he will see that they are locked up in a place of safety, the key of which, together with the keys of corridors and levers, must at all times be kept on his person, and on no account are they to be hung up.

**1455.** No one, except on duty, is to be allowed to enter the guard room or hold any communication with the prisoners without the written authority of the Commanding Officer.

**1456.** He is to visit his sentries at least twice by night, to see that they are acquainted with their orders and are carrying them out properly.

**1457.** Each relief is to be inspected before going to and on returning from its post.

(NOTE). The two preceding orders apply only when the guard consists of more than two, and when sentries are posted.)

**1458.** He is not to leave his guard, except on duty, and will then inform the Senior Constable of the cause and probable time of his absence, and hand the keys connected with the prison to him, which must be kept on the Constable's person.

**1459.** The men are not to be allowed to leave the guard, except by his permission, and for special purposes.

**1460.** The guard must at all times be ready for an emergency and must not take off any of their dress, arms or accoutrements, except when on inside duty when pea-jackets or fur coats may be removed, arms and accoutrements to be immediately put on again and care must be taken when making this change that no prisoner or unauthorized person is able to obtain possession of arms.

**1461.** He will take charge of all barrack furniture and stores in the guard room, and hand them over to the Provost, reporting discrepancies, if any.

**1462.** A list of all men on pass, and absentees will be furnished by the Division Orderly, at "last post." From the former he will receive their passes, and enter the hour of their return thereon.

**1463.** He will inquire into the business of any strangers entering the barracks after "last post."

**1464.** He will cause to be aroused any N.C. Officers and men who are on the call roll furnished by the Division Orderly.

**1465.** He will be responsible that the trumpeter sounds the "reveille" at the proper time.

**1466.** He will visit the stables and hay corral frequently.

**1467.** He will count the horses when he mounts guard and state the number in his guard report.

**1468.** He will allow no horse to be taken out of the stables without an order from an Officer or the Sergeant-Major.

**1469.** He will see that the lights are out in Barrack rooms at "Lights out" sounding.

**1470.** Except for necessary egress or ingress, the outer door of the guard room will be kept bolted from guard mounting to reveille.

(a) Persons requiring admission will be challenged and required to explain their business before the door is opened, and before this is done, the whole guard must be on their feet and alert.

**1471.** In the event of any N.C. Officer or Constable overstaying his pass, he is to at once report the fact to the Orderly Officer.

**1472.** When, for any reason, deviation from these Orders becomes necessary, the N.C. Officer or Constable in charge of the guard will receive notice in writing.

**1473.** Additional orders to suit local requirements may be issued by Commanding Officers.

**1474.** The N.C. Officer or Constable in charge of the night guard, on being relieved, will hand the "Guard Report" (Form 32) to the Division Orderly.

**1475.** In the case of a horse taking sick being reported to him, he will at once notify either the Veterinary Surgeon, Veterinary N.C.O. or the Sick Stable Orderly.

### **Orders for Piquet or "Flying Sentry"**

**1480.** He will patrol the barracks when instructed by the N.C. Officer or Constable in charge of the night guard.

**1481.** He will keep a sharp look-out for and give an immediate alarm in case of fire.

**1482.** He will make prisoners of all men attempting to break in or out of barracks.

**1483.** He will visit the stables during each tour of duty, and tie up any horse found loose.

**1484.** In the case of a horse being sick, he will at once notify the N.C. Officer or Constable in charge of the night guard.

**1485.** He will allow no unauthorized person to enter the stables.

**1486.** He will challenge all persons approaching him after dark.

**1487.** He will immediately report anything unusual to the N.C. Officer or Constable in charge of the night guard.

**1488.** Additional orders to suit local requirements may be issued by Commanding Officers.

### **Fire Parties and Fire Regulations**

**1495.** A fire party will be detailed in local orders at each post, and to make such party as permanent as possible, it should be composed of Staff N.C. Officers, and men, when practicable.

**1496.** Officers Commanding will provide a sufficient number of buckets and axes in each building for use in case of fire.

- (a) These buckets and the axe helves are to be painted red.
- (b) The buckets are to be kept full of clean water.
- (c) The Division Orderly will ascertain and state on the Tattoo report that the fire buckets are full of water and ready for use.



**1497.** Fire extinguishers and all other fire apparatus will be frequently examined, and N.C. Officers and men instructed in their use.

**1498.** Each post should have its own detailed fire orders to suit local requirements.

**1499.** Fire drills are to be held at all posts at regular intervals.

**1500.** Lamps are not to be left burning in office or quarters of any description during the temporary absence of the occupants.

**1501.** Should a fire occur in any building occupied or used as an office, workshop or for any other purpose, containing books, papers, tools or other valuable property the N.C. Officer or Constable in charge thereof will, without further orders, consider his first duty to be the supervising and assisting in the removal of such property from the building to a place of safety.

**1502.** All chimneys are to be cleaned and examined at least once in every six months. All stove pipes, zinc chimneys, stoves and stove pipes safes at division headquarters and detachments are to be cleaned and examined monthly.

**1503.** Live coals are not to be thrown on ash piles. Servants and others before emptying ashes must make sure that they have no live coals amongst them.

**1504.** Smoking in stables, or in the vicinity of stables, hay corrals, or magazines is strictly forbidden.

**1505.** Cigar stubs, cigarette ends or matches, are not to be thrown on floors or about barrack buildings.

**1506.** When Radios or wireless sets are installed in buildings occupied by the R.C.M. Police, arrangements are to be made for the aerials to be disconnected from the instrument and connected to earth outside the buildings, as a precaution against lightning, or when not in use.

## **Inspections**

### **INSPECTIONS GENERAL**

**1515.** The Commissioner will order Districts or Divisions to be inspected as he sees fit.

**1516.** The report of the inspection will be forwarded to the Commissioner and if any officer is reported upon unfavourably a copy of the report will be furnished to him through his Commanding Officer.

**1517.** Commanding Officers may expect a thorough inspection, which will cover training of each individual officer, N.C. Officer and Constable of the division, the training of the division as a whole at both mounted and dismounted work, the training and condition of the horses, the interior economy of the post, the organization of the district, the police work of the detachments.

**1518.** In an efficient division, every member should be physically fit, a good horseman, a fair rifle shot, an expert revolver shot, acquainted with his duties as a peace officer, and have a good knowledge of the laws which he has to enforce. He should know the district in which he is stationed and be what is understood as a "good prairie man".

**1519.** Saddle horses will be expected to stand fire, to remain motionless when mounted and to stand with reins over and hanging on the ground.

**1520.** Transport horses will be expected to stand fire, to be thoroughly broken, well matched as to pace and appearance as far as possible.

**1521.** Transport—The Division will be paraded for service on the prairie, and transport will be expected to be so organized, camp equipment prepared, etc., that the parade can be ordered without warning, and the division turn out without confusion or delay.

**1523.** Men on detachment and employed on the staff must not be neglected and it will be the duty of the Inspecting Officer to see every member of the division, if possible.

### **Inspection of Divisions**

#### **INSTRUCTIONS FOR THE INSPECTION OF A DIVISION**

**1528.** Dismounted parade.

- (a) Division will be paraded in review order, and will receive Inspecting Officer with general salute.
- (b) Inspecting Officer passes down ranks, carefully examines uniform and appearance of men; inspects arms, etc.
- (c) If strength on parade is more than 20, will then march past in quick time.

- (d) Inspecting Officer will then direct such movement as necessary to test knowledge, calling out officers and N.C. Officers to command, manual and firing exercises, revolver and rifle.
- (e) If, owing to necessary duties, a portion of the men are not on parade, another parade will be held to enable the Inspecting Officer to see all members of division, who are at Headquarters of Division.

#### **1529. Kit. Inspection.**

- (a) Men in undress, without arms, minute inspection.
- (b) Note whether men know the numbers of their arms.
- (c) Note shortages in kit, inquire into cause.
- (d) Compare numbers of arms with those on bed cards

#### **1530. Meals.**

- (a) Visit men at dinner and examine the cooked food cleanliness of table furniture, and general appearance of mess.
- (b) Note particularly if cook is economical and cleanly

#### **1531. Stables.**

- (a) Attend stable parade.
- (b) Note appearance of men's fatigue clothes.
- (c) Examine men grooming and look into stable management, quantity and quality of hay and forage and daily issue of same, whether soft feed every week.

**1532. Officer's horses.** Inquire into number of horses kept by officers, whether cared for by Officers' batmen.

**1533. Barrack inspection.** Inspect barracks, note condition repairs required, distributions.

**1534. Mounted Parade with Transport, where possible.** Inspecting Officer received with general salute, pass down ranks inspect fitting of head-collars, bits and saddlery.

#### **1535. Mounted Part.**

- (a) Walk, trot and gallop,
- (b) Men to parade in field service dress.
- (c) Transport to walk past with division at walk. Inspect harness, fit of collars, painting of transport, repairs, etc.
- (d) Parade movements, same test as foot drill.
- (e) Officers and N.C. Officers to be required to take single ride in menage.

#### **1536. Q.M. Stores, Division Stores.**

- (a) Inspect stores, observe that no unusual stores are retained, and that all unfit for service are condemned.

- (b) Nothing should be retained which is not of service and report on such stores should be made with a view to obtaining authority for disposal.
- (c) Look into running accounts kept by storemen with different issues.
- (d) Ascertain whether any Q.M. Stores are on loan and why.
- (e) Examine into method of issuing rations to detachments.

#### **1537. Q.M. Books.**

- (a) Compare daily forage and ration returns with Form 17.
- (b) Look into expense requisition, especially general repairs, fuel and light.
- (c) Ascertain whether stores are issued without proper requisition.

**1538. Division Books.** Whether up to date, properly kept, and if fying system is efficient.

**1539. Canteen.**—Examine books and look into disposal of profits and system generally, a special inspection is necessary to assure oneself that the canteen is economically and honestly conducted.

**1540. Shoeing books** Compare shoeing book with muster roll and blacksmith's work book.

**1541. Hospital book.** Ascertain if properly kept and up to-date.

#### **1542. Mess accounts.**

- (a) Examine division mess and sergeant's mess accounts and officers, where there is one.
- (b) Look into disposition of surplus rations.
- (c) Inquire into number of men living out of barracks.

#### **1543. Post duties, drills, passes, etc.**

- (a) Look into daily roster, number of men exempt from duty, night picquets, answering roll calls, pass books; this should be carefully inquired into.
- (b) Look into work of post, drills, rides, fatigues, etc.

**1544. Police duties.** Examine men as to knowledge of Police duties N.C. Officers separately from men.

### **Inspections by Commanding Officers**

**1560. Officers Commanding Divisions** should, by careful and frequent inspections of their posts, satisfy themselves that all orders and regulations are correctly carried out, and

that all under their command are zealously and energetically performing their duties.

- (a) They should inspect every detachment in their district at least once each year, except when this is not possible because of great distance.

### **Inspection of Detachments**

**1565.** All Detachments, except those too remote, must be inspected at least every month, or more frequently should the Officer Commanding consider advisable, by an Officer. Inspection Reports on form 175 are to be forwarded without delay to Headquarters.

**1566.** If for any reason the inspection cannot be made, an explanation must be forwarded to the Commissioner.

**1567.** General remarks. Information as to men's character, energy and efficiency as policemen should be entered under this heading.

**1568.** Officers Commanding will only forward such other detachment reports as they consider necessary for the Commissioner's information omitting those which are of minor importance and mere detail, when the contents are merely for the information of the Division Commander.

NOTE:—See also (Para. 1326) Duties of N.C.O's and Constables in charge of Detachments.

### **Patrols**

**1574.** Attention is called to the necessity for the thorough patrolling of the various districts.

**1575.** All patrols should be mounted, except in those districts where it is impossible to travel mounted, or where the Officer Commanding has instructed or authorized patrols by motor vehicles.

**1576.** Mileage return Form No. 101 shall be returned to the Officer Commanding the district with report, form 102.

**1577.** Officers Commanding districts shall so arrange the patrols to be made by the different detachments that all portions are visited.

**1578.** Inspecting Officers shall inquire into the patrols made and ascertain and report on their efficiency.

**1579.** Patrols, under an Officer, should be sent out from time to time from district headquarters.



**1580.** In provinces or Territories where such information will be of value to the Force, pains should be taken to note all parties travelling and brands of cattle, and horses, so that identification, if required, may be possible. Opportunity should also be taken to visit logging, hunting, prospecting and other camps, and observe the outfits for future description if required.

**1581.** In connection with the preceding paragraph it is imperative that suspicious characters met with, should not be lost sight of, and that all detachments be notified of their presence.

### **Duties in H.M. Canadian Dockyards and Government Buildings, etc.**

**1590.** The duties of members of the Force affording Police protection and supervision in H.M. Canadian Dockyards, Government Buildings and grounds at Ottawa, and elsewhere, will be detailed by the respective Officers Commanding, as instructed by Headquarters.

## **SECTION 4.—STORES AND TRANSPORT**

### **General**

**1600.** The attention of all members of the Force is called to the responsibility imposed upon them for Government stores placed in their charge. See also paras. 1361 and 1331a and b, and 1640.

**1601.** In cases where it is impossible to make a proper transfer of stores, which at times is unavoidable, it is the duty of those accepting the transfer to at once take stock in order to protect themselves.

**1602.** An officer who accepts charge of stores, without stock-taking, will be held responsible for any deficiencies.

**1603.** The strictest economy must be observed in the use of all miscellaneous stores, particularly articles of hardware.

- (a) It is essential that all provisions, stores, etc., be taken on the books and records under the same denominations and nomenclature in which they will be issued. For instance, flour should be shown by weight in lbs. and ounces, and matches by the standard unit, such as "boxes (400's)." The last named is the standard sized box, containing 400 matches in a box.

### Classification of Stores

**1605.** Stores are divided into classes, as follows:—

- (a) Clothing and kit,
- (b) Provisions, forage, fuel and light.
- (c) Arms, ammunition and general stores.
- (d) Stationery, books and forms.

**1606.** This classification is to be observed by officers making requisitions and no two classes are to be entered on the same requisition.

### Requisition for Stores

**1610.** Form No. 185 will be used as a requisition for stores on the supply Stores.

**1611.** When so used the particulars in the upper left hand corner and the upper right hand corner will be left blank, with the exception of the date, and the words "Requisition for Stores" written in the blank space in the centre.

**1612.** The words "Issued by" "Received from" and "To" will be struck out on the lines below, the word "By" being left in, and on the dotted line opposite this word. The Officer Commanding and the name of the Division for whom the stores are required will be shown.

**1613.** The articles required will be shown in the articles column below, the number or quantity being shown in the column so headed, the size of articles required being shown in size roll column.

**1614.** Requisitions must state the purpose for which the articles are required.

**1615.** Separate requisitions are required for the following:

- 1. Quartermaster's Stores,
- 2. Division and Casualty Stores,
- 3. Stationery Books and Forms,
- 4. Northern detachments will use requisition form 206 in triplicate.

### Requisitions for Northern Supplies

**1616.** Form No. 206 will be used as a Requisition on the Supply Store, Ottawa, for supplies for Northern Detachments, and must be forwarded in triplicate copy.

**1617.** Separate requisitions will be forwarded for the following:—

- 1. Provisions (Rations, Dog Feed, Fuel and Light).

2. General Stores.
3. Stationery, Books and Forms.
4. Trade Stores.

**1618.** Requisitions should be based on the present strength of detachment and dated from the first of a month.

**1619.** A reserve supply of one year's rations (Staple provisions) for each member of the detachment should always be kept on hand, on detachments in the very far North in order that no unnecessary hardship may be endured in the event of supplies requisitioned for being unduly delayed, or lost in transit, through unavoidable cause or mishap. To prevent loss through freezing and deterioration, only staple articles and provisions are to be requisitioned for to form the Year's Supply in reserve. When two Year's supply is asked for it should be stated.

### **Personal and Repayment Requisitions**

**1625.** Form No. 201 will be used as a requisition for articles required to be issued on repayment or personal requisitions of members of Northern Detachments.

**1626.** This form will also be used for all repayment issues to members of the Force of stores on charge at Northern Detachments.

**1627.** A separate Form No. 201, in triplicate copy, must be forwarded for each member of the detachment.

**1628.** Personal or repayment requisitions on the Supply Store, Ottawa, are limited to a cash value of one month's pay. Any such requisitions exceeding in value one month's pay shall not be filled unless accompanied by a cheque for the balance in excess of one month's pay and until such cheque has been accepted by the Bank and the requisition approved by the Commissioner.

**1629.** If the exact value of the articles required on repayment is not stated on the requisition, in order to ensure such requisition being filled, the accompanying cheque should be for an amount sufficient to fully cover the estimated value of the articles required, in excess of one month's pay, and any unexpended balance after the goods have been purchased will be deposited to the credit of the N.C.O. or Constable for whom the stores are obtained.

**1630.** Should the amount of the cheque be insufficient to fully cover the cost in excess of one month's pay of the articles required, the Commissioner will decide whether the requisition shall be filled or otherwise.

**1631.** Cheques accompanying requisitions which are not filled will be returned.

**1632.** Smoking or chewing tobacco, cigars, and cigarettes will be issued to members of the Force, on repayment only. Free issues of tobacco in any form are not authorized.

**1633.** Repayment issues to members of the Force from trade stores on charge at Northern Detachments shall not exceed \$20 in any month.

### **Deficiencies in or Damage to Stores**

**1640.** Deficiencies in or damage to stores, other than those of fair wear and tear, and unavoidable accident, will be invariably charged to the officer, N.C. Officer or Constable responsible. See also paras. 1601 and 1602.

### **Unserviceable Stores**

**1645.** A Board of Officers will be assembled in each Division quarterly on the 28th February, 31st May, 31st August and 30th November, to examine and report upon any stores unfit for further service.

**1646.** The production of a worn out article must not be considered sufficient evidence or reason for the issue of a new one, but Officers Commanding must satisfy themselves that proper care was exercised in the use of the articles turned in.

**1647.** Worn out articles are to be replaced, whenever possible, from those on charge on Division Form 30, or Q.M. (Form 30) inventory.

## **CONDEMNED STORES**

### **Instructions for Rendering Quarterly Condemning Boards**

**1650.** The proceedings of Quarterly Condemning Boards to be held on the 31st March, 30th June, 30th September and 31st December of each year are to be made out on Form No. 185 and forwarded to the Commissioner in triplicate. When the proceedings are lengthy and it is found necessary

to use more than one Form No. 185 for each copy of the Board, each sheet is to be numbered and signed by the president and members thereof.

**1651.** The articles to be condemned are to be shown in the "Articles" and "Number or Quantity" columns, preceded by the Section No. (on the line above) to which the articles belong and followed by signed statements of evidence and the finding of the Board, signed by the president and members thereof respectively.

**1652.** The Board is to be made out as an Issue Voucher, the particulars in the upper left hand corner being filled in, with the exception of the Issue Voucher number, which is to be left blank until the Board has been confirmed.

**1653.** The three lines below should be filled in as follows:  
Issued by (

The Officer Commanding Division Place

Received from

To

) Quarterly Condemning Board, for

Quarter ending.....19...

By

Detail.

The undermentioned articles; Supt.....President

Date and mode of conveyance, Insp.....Member

**1654.** The Board is to be forwarded in triplicate to the Commissioner, with a schedule attached thereto showing articles condemned in the Post and at each Detachment and the total number of each article condemned in the Division during the Quarter. The numbers of the Issue Vouchers by which articles have been condemned and struck off charge at Detachments to be shown below the name of the Detachment at the head of column, as shown on sample schedule following Para. (1655).



1655.

Schedule (Schedule)

*Royal Canadian Mounted Police**"E" Division, Vancouver, B.C.*

SCHEDULE of articles included in Condemning Boards and Detachment Issue Vouchers for Condemned Stores for the Quarter ending 30-6-24.

Article	Post	Prince Rupert Detach- ment 1. V. No. 10	Prince George Detach- ment 1. V. No. 15	Telkwa Det. 1. V. No. 20	Total
Brooms, Corn.....	9	1	1	1	12
Brushes, Scrub.....	4				4
Blinds, Window.....		3			3
Boilers, Tin.....					1
Basins, Wash.....			1		1

Superintendent,  
(R. Knight)

Commanding British Columbia District.

**1656.** A copy of the Detachment Issue Vouchers Condemning Stores to be attached to the original copy of the Board. The Commissioner will retain the original copy and return the duplicate and triplicate copies confirmed to the Officer Commanding the Division, who on receipt thereof must have certificates of destruction or disposal added thereto. This certificate must be made on the face of the last sheet of the Board or on another Form No. 185 to be attached thereto.

**1657.** The Board will then be passed to the Sergeant Major or Q.M. Sergeant to be used as an Issue Voucher or authority for striking the articles off their ledgers.

**1658.** The number of the Issue Voucher must now be filled in, the triplicate copy being retained in the Issue Voucher Book and the items posted in the ledger. The duplicate copy being completed by filling in the columns "Previously on Hand," "Now remaining in Store" and "Ledger Folio" and forwarded to the Commissioner.

**1659.** Separate Issue Vouchers, or proceedings of Board, must be made out for articles which belong to the Q.M.S. account and S.M. account.

### **Stores Condemned and Detachments**

**1665.** When detachments are being inspected, articles of division or Q.M. Form 30, property (such as stable brooms, horse brushes, combs, tinware and other minor property) which can be produced and which are found to be unfit for further service through fair wear and tear, are to be brought before the Inspecting Officer and condemned forthwith.

### **Instructions for Rendering Issue Vouchers, for Stores Condemned at Detachments**

**1666.** Stores condemned by Inspecting Officers' at Detachments may be destroyed in his presence and struck off the Detachment Books forthwith by a Certificate Issue Voucher Form No. 185.

**1667.** The articles condemned are to be shown in the articles column, to be followed by signed statements of evidence, on the face of the Voucher, and the inspecting Officers Certificate of Destruction.

**1668.** These Vouchers will be made out in quadruplicate copy, one copy to be retained at Detachment and filed in the Issue Voucher Book, the remaining copies to be completed, by filling in the columns "Previously on Hand" and "Now remaining in Store" and forwarded to the Officer Commanding the Division.

**1669.** On receipt thereof by the Officer Commanding, one copy will be filed in the Detachment Issue Voucher Book and the items posted in the Detachment Ledger; one of the remaining copies will be forwarded to the Commissioner and the remaining copy attached to the original copy of the Quarterly Condemning Board for Stores condemned in the Post and forwarded to the Commissioner.

**1670.** Such articles as:

Arms,  
Ammunition,  
Canoes,  
Harness,  
Saddlery,  
Wheel Transport,  
Stoves,

Will not be condemned by an inspecting Officer, but an issue Voucher on Form 185 will be made out for any such articles in the usual way and forwarded to the Commissioner for confirmation, with the division Quarterly Condemning Boards. Such vouchers are not to be numbered till confirmed, but will be returned to the detachments to be numbered after the stores have been disposed of as ordered

### **Stores Condemned at Northern Detachments**

- 1675.** (a) Stores which have become unserviceable at Northern Detachments in the Eastern or Western Arctic and the Hudsons Bay, will be dealt with as prescribed by Paragraphs 1665 to 1669) inclusive, by the inspecting Officer or Officer in charge of the Detachment, but in cases where there is no officer stationed at the detachment, and it is impracticable to have the detachment visited, by an officer, the N.C.O. or Constable in charge of the detachment will deal with the stores in question as prescribed by paragraph 1670. Signed statements of evidence must in all cases appear on the face of Issue Vouchers covering stores recommended to be condemned, which are forwarded for confirmation, and the stores must not be destroyed until the confirmed copies of voucher have been received at the detachment.
- (b) Unless there are sufficient articles to condemn, it is not necessary to hold a board every quarter and for the Eastern Arctic the 30th June is selected as the date of the last board before the arrival of the yearly vessel. See para. 1650 for dates.
- (c) So long as the Eastern Arctic detachments are attached to Headquarters Division, the Officer Commanding that Division will be responsible for the completion of condemning boards for his detachments and will act in a manner similar to that set out in para. 1752.

**1676.** When the confirmed vouchers have been received, stores will be destroyed, or otherwise disposed of in accordance with the finding of the Board, and the vouchers will be numbered and dealt with in the usual manner, certificate of destruction or disposal being added thereto.

### **Sale or Transfer of Condemned Stores**

**1680.** When any articles of Government property are condemned and the Board recommend that they be sold or handed over to some other department of the Government, after the Board has been confirmed by the Commissioner,

the goods will be disposed of as directed by the Salvage Officer, Canadian Government Supervision Commission at Ottawa. Should he direct that they be sold by auction, only a licensed auctioneer will be employed and he will be allowed a commission of the total amount realized as shall be deemed by the Commissioner to be reasonable, fair and just in the circumstances.

**1681.** When Auctioneers will not accept these terms, Officers Commanding will report to the Commissioner for instructions.

**1682.** In no case will any incidental expenses in connection with sales be paid.

**1683.** Proceeds of sales must be sent in full, to headquarters together with a voucher for the auctioneer's commission.

## **CARE OF STORES**

### **General**

**1690.** All members of the Force are responsible for all Government stores placed in their charge. See also paras. 1600 & 1640.

### **Arms, Ammunition and Accoutrements**

**1691.** An arm Book showing the distribution of all arms is to be kept at Headquarters of the Force and each Division.

**1692.** On transfer from one Division to another, arms and accoutrements will be returned into Division Store.

**1693.** All arms and accoutrements must be kept thoroughly cleaned, oiled and cared for.

**1694.** Damage to same, other than through fair wear and tear will be charged to the person responsible therefor.

**1695.** Officers Commanding are to make periodical inspections of arms to see that all are in good repair and fit for use.

**1696.** All arms at Division Headquarters will be inspected on Monday of each week by the Orderly Officer, who will report their condition in writing to the Commanding Officer.

**1697.** A return of arms received or transferred must be rendered by all Divisions at the end of each quarter on the cards (No. 3) furnished for that purpose.

**1698.** Separate cards must be made out for weapons of different make or calibre and the following particulars must be given:

1. Register No. of weapon.
2. Date received or transferred.
3. Place from which received or to which transferred.

**1699.** Cards are to be forwarded to the Commissioner at the end of each quarter in single copy only.

**1700.** All transfers from the Post to Detachments or vice versa must be shown.

**1701.** Arms before being turned into Division Stores must be cleaned and while in Division Store must be kept thoroughly oiled.

**1702.** Members of the Force on being relieved from duty necessitating the carrying of loaded arms, must unload them at once.

**1703.** Arms of patients in hospital must be placed in division store.

**1704.** An issue of 50 rounds of rifle and 12 rounds of revolver ammunition will be made to each member of the Force, and kept in his possession for use.

### Artillery Stores

**1710.** Artillery transport is to be kept painted and in good condition.

**1711.** All harness should be periodically cleaned and oiled, and the steel work of gun harness should be kept oiled to prevent rusting.

### Care of Transport and Painting

**1715.** All wagons, buckboards and sleighs of whatever description, the property of the government, and in charge of the several divisions, are to be painted, lettered and numbered consecutively by divisions, as follows:—

- (a) Wheel Transport—All heavy wagons, patrol and half spring wagons and buckboards are to be painted plain khaki. Light spring wagons, black body, with khaki gearings.
- (b) Sleighs, heavy sleighs and jumpers, plain khaki. Light sleighs, black body with red running gear.



- (c) Lettering—The letter of the division, and the number of the vehicle to be painted on the front of the dashboard in plain block letters, as follows: On khaki, with black; on black ground, with white. Height of letters on heavy transport, 4 inches, and light transport, 2 inches. The letters "R.C.M.P." letter of division and number of vehicle to be burned on the axle of vehicles having wooden axles, and on the bottom of the box of those with iron axles. Size of letters and numbers same as used for branding and numbering horses.
- (d) Mechanical transport need not be painted as in (a) or lettered as in (c).

**1716.** A transport book is to be kept in every division in which an entry will be made of all transport, giving wherever possible:—

- (a) Maker's name of each vehicle.  
 (b) Date of purchase for receipt, and from whom.  
 (c) Record of all repairs to each vehicle, except mechanical which is shown on Form 183.

**1717.** Transport is to be regularly and thoroughly inspected and at all times kept in good repair and painted.

**1718.** Wheeled transport is to be kept greased. Castor oil is to be used for light transport, axle grease for heavy.

**1719.** Water transport is to be painted black on the outside with a yellow band  $1\frac{1}{2}$  inches wide running from end to end of the canoe, three inches below the gunwale, and the letters R.C.M.P., the division letter and the division number of the canoe or boat, painted at both ends on opposite sides.

**1720.** All transport in use to be stored at places provided for the purpose, and should never be left exposed to the weather unnecessarily.

### Formula for Khaki Paint to Make One Gallon

**1725.** Take five pounds of white lead and beat into thick paste with oil, add three pounds yellow ochre and stir well together. Mix one-half ounce lamp black and one ounce Venetian red with oil and break all lumps, then stir into the bulk and thin out with two pints of linseed oil, one-half pint Japan gold size and one pint turpentine.

### **Care of Motor Transport**

**1730.** Motor transport will be identified by quoting the kind or make of car or cycle, the model number, and the makers serial number. These are the particulars required for Form 183 and such description will be inserted on all returns and vouchers for repairs.

**1731.** A monthly return of motor transport in form 183 will be provided to Headquarters. All expenditure is to be shown on this form.

**1732.** Suitable garages are to be provided. Where not immediately available, a tent is to be used for the purpose.

**1733.** Each car is to be supplied with, and carry a canvas cover, and the car is always to be covered when not in use, to protect it from the weather.

**1734.** Whenever a car is seriously damaged or causes any injury to person or property, a Board of Officers is to be assembled forthwith to inquire into and report upon the matter.

### **Auxiliary Schooners, Power Boats and Motor Boats**

**1735.** All auxiliary schooners, power boats and motor boats must be shown on form 183; which is to be rendered monthly and all expenditure incurred inserted thereon. Such water transport will be referred to by their "names". Further instructions regarding these boats and the mechanical transport referred to in paras. 1730 to 1734 will be issued as considered necessary.

## **STOCK-TAKING OF STORES**

### **Stock-Taking at Division Headquarters**

**1740.** A Board of Officers will assemble in each division to take stock of all articles on charge in the several departments on the 31st March, of each year.

**1741.** All articles in Store must be counted and the quantities found entered, together with the date on the lines immediately under the words, "Last Stocktaking" in the upper left hand corner of the Ledger Sheet, form No. 146, also any surpluses or shortages found should be noted and the entries initialled by the Officer Taking Stock.

(a) At annual stocktaking the number of articles such as stoves, lawn-mowers, etc., the quantities of which

seldom change. will be shown in the wide column of Form 146, followed by the date and initials of the officer taking stock.

- (b) When stocktaking is completed, and any surpluses are found, a Receipt Voucher will be made out on Form No. 185 for the purpose of taking these on ledger Charge. Should any shortage be found, an Issue Voucher, on Form No. 185 will be made for the purpose of striking them off Ledger Charge. These Vouchers will be made out in triplicate, but no number will be given them at this time. Statements of evidence will then be added, followed by recommendations of the Board and signed by them. The Vouchers will then be forwarded to the Commissioner for confirmation, or otherwise, when duplicate copies will be returned, to be numbered and dealt with in the same manner as other issue Vouchers.
- (c) If while Stock is being taken, any article is found to be unfit for issue it may be included in the next Quarterly Board, except at the Supply Stores at Ottawa and Regina, where, if necessary, special Boards will be held.
- (d) Separate Boards will be held for Quartermaster's stores and those on charge to the Sergt. Major.
- (e) If when Stocktaking is completed it is found there are neither surpluses or shortages, the Board will render a report to that effect, making any recommendations they may think advisable.
- (f) Following any recommendation they may make, they will state in what condition they found the Stores generally.

**1742.** If the stock-taking is not thorough, it is useless, and a mere waste of time, it is therefore of the utmost importance that the greatest care should be used in taking stock and checking the books.

**1743.** Nothing should be left in the hands of the Q.M. Sergeant. A member of the board should weigh and count everything and check the result with the books, and if for any reason certain stores are not weighed or counted, it should be especially mentioned by the board and explanatory remarks given.

**1744.** The Officers composing the Stock-taking Board cannot be too deeply imbued with the importance of the duties they are called upon to perform and the responsibility attached thereto.

**1745.** Should it be discovered, subsequent to their stock-taking, that the stores were not as they were reported in the proceedings of the Board, the responsibility rests with them.

**1746.** Previous to taking stock, they must satisfy themselves that there are no articles of provisions, etc., in store which have not been taken on the books, such for instance, as stores received that are to be taken on the following month.

**1747.** The annual stock-taking Board will report on the condition and arrangement of the stores generally.

### **Stock-Taking at Northern Detachments**

**1750.** An annual stocktaking Board will be held at all Detachments in the Eastern or Western Arctic and the Hudson Bay. The date for this is the 31st March of each year. See para. 1740.

**1751.** The procedure prescribed by Paragraphs (1740 to 1747) inclusive, will be followed with the exception that, in order to avoid any unnecessary delay in correcting the books, stores, found surplus will be taken on, and the shortages, if any, struck off the books forthwith. If an officer is not available to take stock the N.C.O. or Constable in charge of the Detachment will count the stock.

**1752.** When the Receipt or Issue Vouchers showing the result of the stock-taking are received at Headquarters of the Division, a Board of Officers will be detailed to consider the evidence adduced, and will add thereto the finding of the Board. The Board will recommend whether the value of the shortages, if any, or any part thereof shall be charged against the member of the Force in charge of the stores, or against any member of the Detachment whom the Board may find is responsible for the shortages, or any part thereof.

### **STORE RECORDS AND RETURNS**

#### **Q. M. Division and Casualty Store Returns**

**1760.** The following Forms comprise the Q.M. Division, and Casualty Store Returns of a Division and are to be rendered to the Commissioner at Ottawa by Officers Commanding Divisions.



Form

No. Name

- 10 Repayment Issues during the month.
- 14 Forage, Horses.
- 17 Rations, Division.
- 92 Cash compensation, in lieu of Kit, Original and duplicate.
- 115 Schedule of Free Issues of Clothing and kit.
- 185 Issue and Receipt Vouchers.
- 200 Clothing Sheets.
- 201 Indent for articles on repayment.

(a) 1. Form No. 10.—Repayment Issues. This Form must in all cases show all repayment Issues made during the month. The total of this Form must agree with the amount shown on Form 55, and must be supported by Form 201 and be attached to Form 185 Issue Voucher for the number or quantity of articles issued on repayment and charged thereon.

(b) 1. Form No. 14.—Forage issued monthly. Made up from the Daily Forage returns Form 35 and must agree with them in details and total.

2. Commanding Officer's certificate to be endorsed on face of return that it has been checked with the Daily Forage returns, Form 35, and found correct.

(c) 1. Form No. 17.—Provisions, Forage, Fuel and Light. Made up from the Daily Ration returns Form 34 and other authorized expendable Issues.

2. Commanding Officer's certificate to be endorsed on face of these returns that they have been compared with the Daily Ration returns (Form 34 and Prisoners) and found correct.

(d) 1. Form 200 with forms 92, if any, in duplicate, must be used for all annual free issues of clothing and kit and the details of form 200 must be entered on form 115 for the month during which the issues were made. Form 200 is to be made out in triplicate, the original being forwarded to the Commissioner, the duplicate to be used as a transfer clothing sheet, in the event of a transfer and the triplicate copy kept for the office file.

2. The prices shown on form 92 must be those in force at the time the issue became due, and form 92 must also accompany Form 115 at the end of the month.

3. In the case of a N.C.O. or Constable being transferred to another division before his last annual issue of clothing and kit has been completed, if part of the issue has been made, 2 copies of the uncompleted form No. 200 are to be forwarded to the Officer Commanding the Division to which he is transferred, and Officers Commanding receiving such



uncompleted clothing sheets, will deal with them as follows:—

4. One copy to be forwarded to the Commissioner with form No. 115, when the issue has been completed, the other copy to be filed at Division Headquarters to serve the purpose of a transfer clothing sheet, in the event of the N.C.O. or Constable being again transferred.

(e) Form 115, will be used for all Free Issues of Clothing and Kit. This is a monthly return.

**1761.** The names of the men entitled to draw Kit will be entered on this form in duplicate and opposite their respective names will be entered the articles issued. The vacant spaces are then to be ruled, so that no additions can be made opposite the name of the man.

**1762.** The Officer witnessing the issue will endorse on the next blank line "Issue made to the above (N.C.O's. and men) in my presence," and on the next line sign his name with date of issue.

**1763.** In the case of N.C.O's or Constables absent or on Detachments the kit will be checked by the Officer as if they were present. The kit for men on Detachments will then be packed up, and taken charge of by the Q.M. Sergeant, who will be responsible for the proper forwarding or shipment of same, accompanied by two copies of the Clothing Sheet Form No. 200, to be signed by the N.C.O. or Constable to whom the issue is due and returned forthwith to the Officer Commanding the Division. The triplicate copy of Clothing Sheet to be retained in the Orderly Room and to be signed by the N.C.O. or Constable to whom the issue is due upon his arrival at Division Headquarters.

**1764.** At the end of the month, Form 115 will be totalled and Issue Voucher, Form 185, made out for the total articles issued. The original copy of this Issue Voucher to be retained in the Q.M. Store Issue and Receipt Voucher Book, the items being posted in the Ledger in section 1 Q.M.S. The duplicate copy of Voucher will be completed by filling in the Column "Previously on Hand" "Now remaining in Store" and "Ledger Folio" and forwarded to the Commissioner with one copy of Form 115 attached thereto.

**1765.** Form No. 185, Issue and Receipt Voucher will be used as follows:—

1. As a Receipt Voucher or authority for taking all articles received into store on ledger charge.

2. As an Issue Voucher or authority for striking all articles issued off ledger charge.

(a) RECEIPT VOUCHER FORM 185. Must be made out in duplicate for the following:

1. Stores purchased. These vouchers to be made out from the Merchants original account only.
2. Stores found surplus in store.

(b) ISSUE VOUCHER FORM 185. Must be made out in duplicate for the following:—

1. Free Issue of Clothing and kit as per Form 115.
2. Issues of Provisions, Forage, Fuel, Light as per Form 14, 17 and Prisoners.
3. Rations and Forage issued to parties on patrol.
4. Rations issued to night guard.
5. Articles expended.
6. Articles issued on repayment as per Form 10.
7. Articles condemned and destroyed. Evidence or signed certificates showing that the articles are unserviceable and have become so through fair wear and tear, to be shown on the face of each copy of these vouchers, also inspecting Officer's certificate that articles have been destroyed in his presence.

8. Articles condemned and sold, or otherwise disposed of.

**1766.** Issue vouchers, Form 185, will be made out in quintuplicate copy for stores transferred from one Division to another, or from one store to another in the same Division, the original copy to be retained in the store from which the issue is made, duplicate to be forwarded to the Commissioner, Triplicate, Quadruplicate and Quintuple copies to be forwarded to the Officer Commanding the Division, or N.C.O. in charge of the Store to which the stores are transferred.

**1767.** Issue vouchers, form 185, will be made out in quintuplicate for stores transferred to a Detachment, original copy to be retained. Duplicate copy to be forwarded to the Commissioner, triplicate, quadruplicate, quintuple copies to be forwarded to the N.C.O. or Constable in charge of Detachment.

**1768.** Issue vouchers, form 185, will be made out in sextuplicate, copy for stores transferred direct to a Detachment belonging to another Division. Original to be retained. Duplicate to be forwarded to the Commissioner, triplicate, quadruplicate and quintuplicate to be forwarded to the N.C.O. or Constable in charge of the Detachment to which the stores are transferred. Sextuplicate copy to be forwarded

to the Officer Commanding the Division to which the Detachment belongs for his information. This copy to be certified correct by the Officer Commanding the Division and returned to the Officer Commanding the Division from which the stores were shipped, as a receipt, as soon as the completed quadruplicate and quintuplicate copies have been received from the Detachment.

**1769.** In the case of an article on a Voucher covering a shipment being found short when the shipment is checked, a note of the shortage is to be made on all copies of the Voucher in the following manner:—

### RECEIVED INTO STORE

with the following exceptions:

Short .....

Damaged .....

etc.

(Sgd.) .....

Q.M.S.

and the voucher is to be posted in the Ledger as if the full quantity of articles had been received. A certificate Issue Voucher is then to be made out for the shortages in order to strike same off Ledger Charge. One copy of this Voucher must be attached to the copy of Voucher covering the shipment which is forwarded to the Commissioner by the Consignee.

**1770.** In the case of articles found surplus in shipments, a note of the surpluses will be made on all copies of Voucher received from the Consignor and a Certificate Receipt Voucher must be made out in order to take the surplus articles on Ledger Charge, one copy of which must be attached to the Voucher covering the shipment which is forwarded to the Commissioner by the Consignee.

For detailed instructions regarding making out issue and receipt vouchers, see paras. 1790 to 1806 and 1830 to 1853.

For instructions regarding form 200, see paras. 1760 (d) and 1763.

For instructions regarding form 201, see paras. 1625 to 1633 and 1860-1861.

### Store Books

The following Books will be kept in connection with stores:—

#### 1780. In Q.M. Stores—

- (a) Ledger. A loose-leaf ledger, quarto size, divided into 5 sections by means of index tabs, as follows:—  
 Section 1, Q.M.S.—Clothing and kit.  
 Section 2.—Provisions.  
 Section 3, Q.M.S.—General Stores and Q.M. Inventory.  
 Section 4.—Stationery.  
 Section 5.—Books and Forms.
- (b) Receipt and Issue Voucher Book. A loose-leaf binder, foolscap size, divided into 2 sections by means of index tabs, as follows:—  
 1. "Receipt Vouchers."  
 2. "Issue Vouchers."
- (c) Distribution Book. Q.M. Inventory.
- (d) Detachment Ledger. A loose-leaf ledger, quarto size, divided into as many sections as there are Detachments in the Division, by means of index tabs, with the name of each Detachment thereon, each section to be sub-divided into 3 sections by means of index tabs, as follows:—  
 Section 2.—Provisions.  
 Section 3, Q.M.S.—General Stores and Q.M. Inventory.  
 Section 4.—Stationery (Postage Stamps only).
- (e) Detachment receipt and Issue Voucher Book. A loose-leaf binder, divided into as many sections as there are Detachments in the Division, by means of index tabs, with the name of the Detachment printed thereon, each Section to be sub-divided into 2 sections by means of index tabs, as follows:—  
 1. "Receipt Vouchers."  
 2. "Issue Vouchers."

#### 1781. In Division Store—

- (a) Ledger. A loose-leaf ledger, quarto size, divided into 2 sections, by means of index tabs, as follows:—  
 Section 1, S.M.—Casualty Stores.  
 Section 3, S.M.—Division Stores.
- (b) Receipt and Issue Voucher Binder. Same as kept in Q.M. Store.
- (c) Distribution Book.
- (d) Detachment Ledger. A loose leaf ledger quarto size divided into as many sections as there are Detachments in the Division, by means of index tabs, with the names of Detachments thereon. Each section to be



- sub-divided into 2 sections by means of index tabs as follows:—  
 Section 1. S.M. Casualty Stores. Section 3. S.M. Division Stores.
- (e) Detachment receipt and Issue Voucher Book. A loose leaf binder divided into as many sections as there are Detachments in the Division, each section to be sub-divided into 2 sections by means of index tabs as follows:—  
 1. "Receipt Vouchers." 2. "Issue Vouchers."

**1782.** At detachments.

- (a) Ledger. A loose leaf quarto size divided into 5 sections by means of index tabs as follows:—  
 Section 2—Provisions  
 Section 3, Q.M.S.—General Stores and Q.M. Inventory.  
 Section 4—Stationery (Postage Stamps only).  
 Section 1, S.M.—Casualty.  
 Section 3, S.M.—Division Stores.
- (b) Receipt and Issue Voucher Book. Same as in Q.M. and Division Store. (Para. 1780, sub-para. b).

### Receipt and Issue Vouchers

**1790.** Every Q.M. Store, Division Store and Detachment in the Force will be treated as a separate accounting unit and will be responsible for the stores on their ledger charge, respectively. Stores issued to Detachments will not be on charge or Division Q.M. Store Ledgers, but all free or repayment issues of clothing and kit to members of the Force on Detachment will be made from the Q.M. Stores of the Division to which they belong and such clothing will not be taken on the Detachment Ledger, with the exception of extra issues of clothing for issue at Northern Detachment.

**1791.** Receipt Vouchers are to be numbered consecutively from the commencement of the Fiscal Year.

**1792.** Issue Vouchers are to be numbered consecutively from the commencement of the Fiscal Year.

**1793.** Receipt Vouchers are to be numbered in the upper right hand corner of Form No. 185 only.

**1794.** Issue Vouchers are to be numbered in the upper left hand corner of Form No. 185 only.

**1795.** The following particulars must be filled in on all Receipt and Issue Vouchers.

1. Division—Name of Letter of Division.



2. Voucher No.—Receipt Voucher No. or Issue Voucher No.
3. Account—Q.M.S. or S.M.
4. Period—Fiscal Year.
5. Place—Place at which stores are received or issued.
6. Date—Date Voucher made out.

(a) The foregoing particulars are to be filled in on the upper right hand corner of Form No. 185 on Receipt Vouchers and in the upper left hand corner of all Issue Vouchers.

**1796.** At all points where Stores are kept whether in a Post or at a Detachment, separate accounts are to be kept for Q.M. Stores and Division Stores. Articles of Q.M. Stores must not appear on Issue or Receipt Vouchers upon which are shown articles of Division or Casualty Stores.

**1797.** At points where there is no Q.M. Sergeant or Sergeant Major, but where a N.C.O. is employed in charge of all Stores, i.e., both Q.M. and Division Stores, separate Ledgers for Q.M. and Division Stores need not be kept, but one Ledger will answer the purpose if divided into 7 sections by means of index tabs as follows:—

Section 1, Q.M.S.—Clothing and Kit.

Section 2, Q.M.S.—Provisions.

Section 3, Q.M.S.—General Stores and Q.M. Inventory.

Section 4—Stationery.

Section 5—Books and Forms.

Section 1, S.M.—Casualty Stores.

Section 3, S.M.—Division Stores.

**1798.** One Loose Leaf binder for issue and receipt Vouchers will also answer the purpose at such points if divided into 4 sections by means of index tabs as follows:—

1. Receipt Vouchers, Q.M.S. Account.

2. Issue Vouchers, Q.M.S. Account.

3. Receipt Vouchers, S.M. Account.

4. Issue Vouchers, S.M. Account.

**1799.** Separate Issue and Receipt Vouchers must be made out for articles on charge on Q.M.S. Account and S.M. Account.

**1800.** All Receipt Vouchers are to be stamped with the words: "Received into Store" below the articles received and be signed by the Sergeant Major, Q.M. Sergeant or N.C.O. receiving stores and certified correct by the Commanding Officer.

**1801.** The original copies of all Receipt and Issue Vouchers are to be filed in the Receipt and Issue Voucher Book, the items being posted in the Ledger. The Ledger Folio No. to be entered in the "Ledger Folio No. " Column on Voucher as each item is posted.

**1802.** The duplicate copies of all Vouchers are to be forwarded to the Commissioner, but the columns "Previously on Hand" "Now remaining in Store" and "Ledger Folio No. " must be filled in opposite each item.

**1803.** The quantity shown remaining on hand in the Ledger, before the item on the Voucher has been entered in the Ledger, is to be shown opposite each item on the Voucher in the column "Previously on Hand".

**1804.** The quantity shown remaining on hand after the item has been entered in the Ledger is to be shown opposite each item on the Voucher in the column "Now remaining in Store".

**1805.** Issue Vouchers are to be certified correct by the Officer Commanding the Division.

**1806.** The section number to which the articles belong must be shown above all articles on Receipt and Issue Voucher.

### **Stores Received without Purchase**

**1810.** On receipt of Triplicate, Quadruplicate and Quintuplicate copies of Issue Vouchers for Stores transferred from another Division, the Officer receiving the Stores must first fill in the particulars in the upper right hand corner, i.e. his Receipt Voucher No. Account, Period, etc., on each copy of the Voucher, making it his Receipt Voucher for the articles received. After the Stores have been checked the Q.M. Sergeant or Sergeant Major will stamp the Voucher "Received into Store" and sign it. The Triplicate copy will then be filed in the Receipt Voucher binder and the items posted in the Ledger. The Quadruplicate copy will be completed by filling in the columns "Previously on Hand" "Now remaining in Store" and "Ledger Folio" and forwarded to the Commissioner. The Quintuplicate copy will be certified correct and returned to the Officer from whom the Stores were received, in acknowledgment of the receipt of the stores.

### **Detachment Q. M. Division and Casualty Store Returns**

**1815.** Detachments will render the following returns in connection with Stores:—

Form No. 160.

Form No. 185.

Stamp Account.

**1816.** The instructions regarding Forms 185 Issue and Receipt Vouchers Para. 1765 to Para. 1770 inclusive, are to be followed with the exception that an extra copy of all Receipt and Issue Vouchers must be made out.

- (a) The original copy to be retained at Detachment, the Duplicate and Triplicate copies to be forwarded to the Officer Commanding the Division, the remaining copies, in the case of Stores transferred, to the Division to which the Stores have been shipped.
- (b) Detachments must render an Issue Voucher Form 185 at the end of each month, for the total quantity of Provisions issued, as per Form No. 160. A copy of Form No. 160 to be attached to the Duplicate and Triplicate copies which are forwarded to the Officer Commanding the Division.

**1817.** On receipt of Forms 185 from Detachments, Officers' Commanding Divisions must retain the Duplicate copies in their Q.M. or Division Stores in the Detachment Receipt and Issue Voucher Book, to which they appertain, the items thereon being posted in the Detachment Ledger.

**1818.** The Triplicate copies of Vouchers are then to be forwarded to the Commissioner. Form No. 160 and Stamp Accounts which are attached to Vouchers, should be checked by the Q.M. Sergeant before the Vouchers are forwarded and if any discrepancy is found the correction should first be made.

**1819.** At Detachments where the exact quantity of Rations due for the month are purchased such rations need not be taken on Ledger charge, but it will be sufficient if a Receipt Voucher Form No. 185, is made out in Triplicate copy showing the receipt of such Rations, and an Issue Voucher Form No. 185 is made out in triplicate showing the Issue thereof.

**1820.** On the Receipt Voucher, below the items, the following remarks are to be shown:—

“RATIONS PURCHASED FOR.....DETACHMENT

“For the month of.....19

“Reference Issue Voucher No.....”

(The number of the Issue Voucher showing the Issue of such Rations is to be quoted).

**1821.** One copy of both the Receipt and Issue Voucher are to be retained at the Detachment and filed in the Receipt and Issue Voucher Book. The items need not be posted in the Ledger and the columns “Previously on Hand”, “Now remaining in Store” and “Ledger Folio” are to be left blank.

**1822.** Two copies of the Receipt and Issue Voucher are to be forwarded to the Officer Commanding the Division attached to Form No. 160.

**1823.** One copy of the Receipt and Issue Voucher is to be retained in the Q.M. Store and filed in the Receipt and Issue Voucher Book.

**1824.** The remaining copies of both the Receipt and Issue Voucher are to be forwarded to the Commissioner attached to Form No. 160.

**1825.** The items on these Vouchers are not to be posted in the Ledger.

**1826.** Below the items on Issue Vouchers the following remark is to be made:—

Reference Receipt Voucher No. ....

(The number of the Receipt Voucher, showing the Receipt of such Rations is to be shown.)

### **Method of Making Out Receipt Vouchers**

**1830.** When accounts are received from Merchants for stores purchased, after they have been checked, if found correct, the items to be taken on charge will be entered on a Form No. 185 in duplicate. When the items have been entered on this Form it becomes a Receipt Voucher or authority for taking the articles on Ledger charge. Particulars will be first filled in on the upper right hand corner.

See below:—

(Receipts)

Division

Receipt Voucher No. ....

Account .....

Period .....

Place .....

Date .....

**1831.** (1st) The name of the Division.

(2nd) The number of the Receipt Voucher.

Receipt Vouchers are to be numbered consecutively from the commencement of the Fiscal Year.

(3rd) *Account.* Q.M.S. or S.M. will be shown opposite this word, meaning that it is the Q.M. Store account or S.M. Store account.

(4th) *Period.* The Fiscal Year is filled in opposite this word.

(5th) *Place.* The place where the Headquarters of the Division or Detachment is stationed will be shown.

**1832.** When making out a Receipt Voucher for a single account the name of the person, firm, or company from whom the account is received will be shown on the dotted line "Received from" and on the line below "By" the Officer Commanding ..... Division will be shown as follows:—

Issued by (

Received from ..... Standard Bakery, Ottawa.

To (

By ) The Officer Commanding "N" Division,  
Ottawa.

**1833.** On the next line will be found the words:—

The undermentioned articles,

Date and mode of conveyance.

**1834.** The name and number of articles charged for on the Merchants account are entered on Form No. 185 in the "Articles" and "No." or "Quantity" columns respectively.



**1835.** Below the items the N.C.O. or Constable receiving the stores will write or stamp the words: "Received into Store" and sign his name as follows:—

RECEIVED INTO STORE:

(Signature).....

**1836.** The merchants account will then be stamped on the face of each copy thereof, as follows:—

RECEIVED INTO STORE:

(Or R.V. No. ....)

(Signature.....)

and be signed by the N.C.O. or Constable receiving the stores.

**1837.** The receipt Voucher, Form No. 185 in duplicate, will be attached to the Merchants account and passed to the Officer Commanding the Division.

**1838.** The Officer Commanding the Division will certify both copies of the Receipt Voucher Form No. 185 and 3 copies of the Merchants account as correct and the Merchants account will then be forwarded for payment, the Receipt Vouchers being first detached.

**1839.** The N.C.O. or Constable in Charge of the stores will retain one copy of the Receipt Voucher form No. 185 and file it in his Receipt Voucher Book. He will then post the items on the Receipt side of the ledger sheet showing the name of the Merchant from whom the stores were received in the large column on the left side of the sheet; the date of the Receipt Voucher in the next column, the number of the Receipt Voucher in the next column, and the quantity received in the next column.

**1840.** The quantity received will then be added to the quantity shown on the line above, in the "Remaining on Hand" column, and the balance entered in the "Remaining column" on the same line as each item is posted in the Ledger, the folio number of the ledger on which the articles appear will be shown in the "ledger folio column" on both copies of Voucher. The duplicate copy of Voucher will then be completed by filling in the columns "Previously on Hand" and "Now remaining in Store." When filling in these two columns, opposite each item in the column "Previously on Hand" the quantity which was shown remaining on hand, in the remaining column in the ledger before the item was posted will be shown, and opposite each

item in the column "Now remaining in Store" the quantity shown remaining on hand in the ledger (after the item on the Voucher has been posted) will be shown.

**1841.** If a number of accounts from Merchants are on hand, One Receipt Voucher for all such accounts will be made out, but instead of showing a Merchants name opposite the words "Received from" the words "The undermentioned" will be filled in.

**1842.** The name of the Merchant on the first account will be shown before the items on the account in the articles column as follows:

#### ARTICLES

The Good Company, Lethbridge, Alta.  
 Section 2, Q.M.S.  
 Jam, 48 pounds,  
 Sugar, 500 pounds,  
 Coffee, 100 pounds.

**1843.** When all the accounts have been entered on Form No. 185 in this manner the voucher will be stamped "Received into Store" and signed by the N.C.O. or Constable receiving the stores.

**1844.** The accounts will then all be stamped on the face of each copy thereof, as follows:

#### RECEIVED INTO STORE

R. V. No. ....  
 (Signature) .....

**1845.** Number of the Receipt Voucher upon which they appear being shown below the words "Received into Stores."

**1846.** All the accounts together with the Receipt Voucher will then be passed to the Officer Commanding the Division to be certified by him. The accounts will then be forwarded for payment. The N.C.O. or men in charge of the stores will retain one copy of the Receipt Voucher in his Receipt Voucher Binder, post the items in his Ledger filling in the Ledger column on both copies of Voucher as he posts each item, fill in the columns "Previously on Hand" and "now remaining in Store" on the duplicate copy and forward the duplicate copy to the Commissioner.

**1847.** N.C.O's. and men on Detachments will forward duplicate and triplicate copies of Voucher with the account to their Commanding Officer

### Method of Making Out Issue Vouchers

**1850.** Issue Vouchers are made out in the same manner as Receipt Vouchers with the exception that the particulars in the upper left hand corner on the issue side of the Forms are filled in as follows:—

(Issues)

Division .....  
 Issue Voucher No. ....  
 Account .....  
 Period .....  
 Place .....  
 Date .....

**1851.** Issue Vouchers for stores transferred will be signed by the Officer Commanding the Division.

**1852.** Certificate Issue Vouchers for articles struck off or expended will be certified by him.

**1853.** Care should be taken not to confuse Issue Voucher numbers with Receipt Voucher numbers. No difficulty should be experienced in this connection if a habit is made of filing the office copies of Receipt and Issue Vouchers in the Receipt and Issue Voucher Book as soon as they are made out.

### Form 201. Indent for Articles on Repayment

**1860.** All repayment issues will be made on Form 201. At the end of the month Form No. 10 will be made up from Forms 201.

**1861.** When Form No. 10 is completed an Issue Voucher Form No. 185, in duplicate, will be made out for the quantities appearing on Form 10. One copy of Issue Voucher to be filed in Issue Voucher Book, the duplicate to be completed and forwarded to the Commissioner.

### Northern Detachment Q. M. Division Casualty and Trade Store Returns

**1870.** Northern Detachments will render similar Store returns and keep similar records to other detachments in the Force, with the exception that the loose leaf Store Ledger will contain an additional section in the Q.M.S. Account for Trade Stores and the words "Trade Stores" must be shown above all articles of trade stores appearing on Receipt or Issue Vouchers Form No. 185.

**1871.** All Trade Stores received will be taken on charge by Receipt Voucher Form No. 185 and entered in the Trade Store section of the Ledger.

**1872.** Articles received for extra issues of Clothing and Kit as authorized by Paras. 357 and 358 will be taken on charge as Trade Stores.

**1873.** All issues of Trade Stores are to be made by Issue Voucher Form No. 185.

**1874.** When Stores, such as Deer Skin clothing or dog feed, etc, are received from natives and paid for by trade stores, such stores will be taken on charge by Receipt Voucher Form No. 185 and the value of the stores received must be shown on the face of the Voucher.

**1875.** An issue voucher will be made out for the articles of trade store issued in payment of the stores received and the prices of the articles issued and the total value thereof must be shown on the face of the voucher.

**1876.** A reference to the number of the Receipt Voucher for the stores received in exchange for the articles issued must be shown on the face of such Issue Vouchers.

**1877.** A reference to the number of the Issue Voucher for the articles issued in exchange for articles received from natives must be shown on the face of receipt vouchers for such articles.

**1878.** If trade Stores are issued to natives in payment for labour or services performed by them, the value of the articles issued must be shown on the face of the voucher, also the nature of the services performed, rate of pay and amount of pay due.

**1879.** Insofar as the Eastern Arctic detachments are concerned all Q.M. Returns for Headquarters will be made up to and including the 30th June of each year. After the 30th June, all returns must be held over for the next outgoing mail.



## **SECTION 5.—OFFICE WORK, TRANSFERS AND TRANSFER DOCUMENTS, DIVISION MONTHLY AND QUARTERLY RETURNS, PAYLISTS AND PAY STOPPAGES, VOUCHERS AND ACCOUNTS IN GENERAL, PRINTING AND STATIONERY, ADVER- TISEMENTS, TRANSPORT REQUISITIONS**

### **Office Work**

**1900.** While members of the Force, especially those on detachments are expected to devote most of their time to police work and outside duty, it is essential that early information of all cases of crime be given through the proper police channels, and all ranks must be careful to keep their office work and returns up to date.

**1901.** No attempt is made here to show all the office duties which are expected to be performed. These vary largely according to locality and members of the Force on detachment will be advised by their respective Officers Commanding as to what is expected in this respect, see para. 1355 particularly, and 1320 to 1361. For purposes of reference however certain related matters are grouped in this section for convenience.

### **Correspondence, Reports, Telegrams, Registration, Fyling and Records, etc.**

**1902.** Careful attention must be given by all members of the force to official correspondence, its treatment, custody, receipt and despatch.

**1903.** Instructions in regard to the subjects specified in the following schedule have been, and will be issued by the Commissioner, either by General order or other means, from time to time, to ensure the proper recording and the successful consummation of the varying work which has to be undertaken or contemplated by the Force:—

1. Classification of correspondence,
2. Receipt and despatch of official correspondence.
3. Information required with all correspondence.
4. Special instructions for correspondence and reports.
5. Telegraphs, codes and telephones.
6. Photographs.
7. Custody of records.
8. Filing methods.



## Forms and Returns

**1904.** The Commissioner will direct from time to time as to what additional forms, reports or returns are required for Headquarters.

**1905.** Apart from the daily returns and forms to be rendered at each post, attention is called to the weekly forms 20 (weekly State), 45 B (Sick Horses) 101 (Mileage Detachment report) 102 (weekly report of detachment) 139 (Local purchase order), and the weekly Sanitary inspection reports. Attention will be drawn to monthly and quarterly returns later (See paras. 1920-1930 etc.).

## TRANSFERS AND TRANSFER DOCUMENTS

### General

**1910.** When Officers, Non-Commissioned Officers and constables of the Force are transferred from one division to another, their transfer documents, complete to date of transfer, are either to accompany them, or be forwarded by registered mail without unnecessary delay. Read also para. 191.

### Officers

**1911.** When an officer is transferred from one division to another the following documents will be forwarded:—

- (a) Loose Leaf pay account from pay ledger.
- (b) Schedule of any Government property taken.
- (c) Memo of moneys advanced for travelling expenses.

### Non-Commissioned Officers and Constables

**1912.** When a Non-Commissioned Officer or Constable is transferred from one division to another, the following document must be sent to the Officer Commanding his new division:—

- Loose-Leaf defaulter sheet.
- Loose-Leaf Pay Sheet (Division).
- Loose-Leaf Pay Sheet (District).
- Record of lectures, etc. Form 203.
- Clothing sheet, form 200.
- Musketry and revolver record form (form 107a).
- Hospital record—form 47.
- Hospital case History Sheet (triplicate copy form 205).
- List of articles on loan (Form 181).
- Issue and Receipt Voucher (Form 185).

## Division Monthly and Quarterly Returns

**1920.** The following forms comprise the monthly and quarterly division returns, as distinct from the "Pay," "Q.M.," "Contingent," "Medical returns" and "Veterinary Returns" and are to be rendered as stated below. These returns are to be mailed (single copy) from divisions not later than the 10th of each month, except where the return is quarterly, addressed to the Commissioner at Headquarters:—

<i>Form. No.</i>	<i>Name</i>	<i>When to be rendered</i>
19	Defaulter's sheet.	Monthly.
22	Muster roll, horses.	Monthly.
23	Muster roll, men.	Monthly.
82	State of Division.	Monthly.
227	Quarterly return of dogs.	Quarterly.

NOTE:—Instructions regarding pay and pay lists stoppages, contingent accounts and returns will be issued from Headquarters from time to time. See paras. 172; and 650 to 675; and (1950 to 1993) and 2010 to 2013.

(For Q.M. Returns, see para. 1760 onwards.)

(For Medical Returns, see para. 1020 onwards.)

(For Veterinary Returns, see para. 1055 onwards.)

### Form 19, Defaulter's Sheet

**1921.** Must contain all offences and punishments during the month, and must agree with form No. 1 (paylist) and form 38 (Fine sheet).

- (a) The date of each sentence is to be shown in the remarks column, initialled by the Officer Commanding.
- (b) Remission of sentence or fines and result of appeals to the Commissioner are also to be shown in red ink on this form in the remarks column.

### Form 23, Muster Roll

**1924.** All members of the Division on the last day of the month must be shown on this form in the following order:—

1. Officers and N.C. Officers in order of rank and Seniority.
2. Constables in alphabetical order.
3. Special Constables in alphabetical order.

4. Attached members from other Divisions, under a heading of "Other Divisions Present."

- (a) Acting Assistant Surgeons will be shown on Form 23 after Special Constables, but not included in total strength of Division.
- (b) All members of the division stationed on detachment will have the name of the detachment inserted in the column of remarks, opposite their respective names,

and in this column will also be shown the nature of their employment in the case of men employed on any particular work.

- (c) Those attached to other divisions must be shown in the remarks column as attached to "B" or "D" as the case may be.
- (d) No names are to be added to or struck off this form from month to month until a General Order has issued authorizing the change, except in the case of members of the Force who are shown as attached from other divisions.
- (e) In the event of a member of the division being discharged or transferred by General Order during the month, his name will not be left off this form until the month following his transfer or discharge, but will be shown in red ink, and the column of remarks will contain the date of his discharge or the name of the division to which he has been transferred, as the case may be, and also the number of the General Order authorizing the change.
- (f) In the case of transfers made at the first or the middle of a month, the person transferred will be shown on the muster roll (Form 23), of the division to which he is transferred. For instance, a man transferred from "F" to "G" from December 1st, and going to "G" in January should be shown on the December returns of "F" Division amongst the attached from other divisions, and on the "G" Division returns for the same month in his proper place according to alphabetical order, the column of remarks showing that he is attached to "F" Division.
- (g) An extra copy of Form 23 only will be sent to Headquarters for the month ending December 31st in each year, and this form is to show whether such member is married, single, or a widower, by the letter "M" or "W" as the case may be, in red ink. An extra copy of Form 23 is also required for the month ending 31st March in each year, for the information of the Supply Officer.

### **Form 22, Muster Roll of Horses**

**1925.** Horses must be shown in the following order:—

1. Saddle horse in numerical order.
2. Transport horses in numerical order.
3. Ponies in numerical order.

4. Attached horses in numerical order.
  5. Scout's horses, not Government property, but drawing rations.
- (a) The remarks respecting attached, transfers and detachments, as given for Form 23, apply to this Form.

### Form 82, Monthly State

**1926.** All alterations during the month must be stated, and the General Order number shown in red ink in the column of remarks with the regimental number and name of the loss or gain, or regimental number of horses lost or gained.

- (a) Attached men or horses from other divisions to be shown under "Other Divisions Present".
- (b) Scout's horses are not to be shown on this form.
- (c) Care must be taken that this form agrees in every respect with the Form 23 (with the exception of Acting Assistant Surgeons) which it will accompany.
- (d) In the event of a member of the Force being discharged during the month, he will be shown on the Muster Roll (Form 23), and Monthly state (Form 82), as discharged, not struck off; and will be counted in the Strength of the Division on Form 82.
- (e) Officers Commanding divisions are not to make any alterations in the strength of their Divisions until the authority for the same has appeared in General Orders.
- (f) Promotions will be shown in the "Alterations between" portion of this form. For instance, if a Constable is promoted to the rank of Corporal during the month, this part of the form must show a gain of one Corporal and a loss of one Constable, opposite the word "Promoted". Reductions should be shown in a similar way.
- (g) The number of men and the number of horses on command or on detachments are to be shown on the reverse side of this Form. Saddle horses to be shown separately from transport horses. The names of the detachments or the nature of the duty to be inserted in the column headed "Place". The names of the permanent detachments of a division are to be arranged in alphabetical order under each Sub-District, which will also be in alphabetical order, and are to be shown on this return from month to month whether there happen to be men on the detachment or not. When a detachment is abolished by General Order it will be left off the return on the following month.



- (h) All N.C. Officers, Constables and specials employed at the headquarters of a division are to be shown under the heading "Employed" on the back of this form. The totals on the back of the form must agree with those on the front.

### **Form 227, Quarterly Return of Dogs**

**1927.** A Quarterly return showing all dogs in the Division, giving number, names, description and where located, also stating where and when purchased and prices paid is to be forwarded in single copy at the end of the months of March, June, September and December of each year.

**1928.** In addition to the foregoing, Officers Commanding will see that accurate information is given with regard to dogs on the weekly form 20 and monthly form 82.

**1929.** All police dogs are to be numbered and a book is to be kept in each Division with a record of all dogs belonging to the Division. Each dog is to be given the letter of the Division he belongs to and also a name. For instance, "G" Division dogs will be shown as follows: "G" 1. "Jack"; "G" 2. "Brownie," etc. Headquarters dogs will be given the letter "Q".

**1930.** In the event of a dog dying or becoming unfit for further service, etc., a board of Officers is to be held in the same manner as for horses.

### **Other Monthly and Quarterly Returns**

**1931.** In addition to forms and returns shown in paragraphs 1920 and 1950, attention is also directed to the following monthly returns:—Forms 14 (Forage issue), 17 (rations issued), 55 (Explanation of Q.M. Stoppages), 57 (Hospital extras), 58 (Receipt and issues, hospital extras), 97 (Med. History sheet), 115 (Clothing and kit issues), 125 (Statistics of police investigations and work), 144 (Return of transport requisitions), 151 (Return of Moieties), 153 (N.W.T. Licenses), 183 (Motor transport), 185 (Issue and receipt vouchers to accompany forms 10 and 201, etc., etc.), 191 (Private cars), 197 (Explosives), 200 (clothing sheet, when completed to accompany form 115 and issue voucher form 185 for free issues of clothing), 201 (Indent for articles on repayment), 209 (Wolf Bounty N.W.T.), 226 (Radiotelegraph Act). These may be amended from time to time by the Commissioner as set out in para. 1904.



**1932.** Attention is drawn to the following additional quarterly and annual returns which are also required to be completed and sent to the proper official:—

130 (Canteen return—quarterly).

(Return of typewriters).

105 (Revolver practise annual).

107 (Musketry “ “ “ “ “ “ ).

203 (Record of lectures).

**1933.** There are also of course a number of forms such as No. 175 (Patrol or detachment inspection report), 192 (Applicant for naturalization), etc., etc., which are sent in as soon as they have been completed.

### **Prisoners Forms**

**1934.** Forms required in connection with prisoners will be submitted as instructed by Headquarters from time to time.

## **PAY LISTS AND PAY STOPPAGES**

### **PAY LISTS**

**1950.** Forms 1 (Pay list); 10 (repayment issues); 38 (Fine sheet); 55 (Explanation of Q.M. Stoppages); 6 (Voucher for gross amount pay due division); 201 (Indent for articles on repayment, receipted if possible); 112 (receipts for pay advanced during the month) and 168 (schedule of cheques forwarded to Ottawa) comprise the monthly paylists of a division, which are required to be sent to Ottawa as soon as possible after the end of the month.

**1951.** Detailed instructions regarding the compilation of these and other financial forms will be issued by the Commissioner from time to time as set out in para. 650.

**1952.** For the information and guidance of all ranks the following instructions regarding paylists and pay stoppages are published here:—

### **General**

**1953.** Pay accounts of men discharged before the end of the month will be settled from Division Contingent Funds and receipt on Form 112, in favour of the Officer Commanding, is to be obtained and forwarded with the paylists to Headquarters.

**1954.** Members of the Force are not to give orders on their pay, other than in circumstances recommended by the Officer Commanding and approved by Headquarters.

**1955.** Officers Commanding are forbidden to advance pay to Officers, Non-Commissioned Officers or Constables or any other person connected with the Force before it is due.

**1956.** Acting N.C. Officers are not to receive the pay of their rank until they have been confirmed in the rank by general order.

**1957.** A Non-Commissioned Officer reduced to the rank of Constable will draw the pay to which his length of service would entitle him had he not been promoted.

**1958.** Stoppages may be made against the pay of Non-Commissioned Officers and Constables to make good damages and deficiencies occurring to public property while in their charge or possession, except through fair wear and tear or unavoidable accident. Such stoppages may be made in instalments as the Commissioner may direct.

### FINES

**1959.** A day's pay for the purpose of a "fine" will be interpreted to mean the ordinary service pay, but not working pay.

**1960.** Fines are to be stopped on the payroll for the month in which they are inflicted without awaiting the publication of a general order, but should occasion demand, they may be stopped from the previous or subsequent month's pay. See also para. 429.

**1961.** If for any reason a fine or portion thereof is collected in cash, it is to be remitted to the Commissioner at Headquarters for deposit to the credit of the "Fine Fund."

**1962.** When fines which have been already included in paylists are remitted, application must be made through the Commissioner for a refund of the amount from the "Fine Fund." Should immediate payment be necessary owing to a man taking his discharge, the amount may be advanced from the Division Contingent Account, to be recouped from the "Fine Fund."

### DISMISSAL, DESERTERS AND IMPRISONMENT

**1963.** When a man is dismissed from the service, his pay is to be calculated to the day his dismissal is carried into effect.

**1964.** The remarks under the preceding paragraph apply also to men discharged for inefficiency and unsuitability.

**1965.** A constable who has been sentenced to imprisonment and dismissal does not draw pay from and including the date of his sentence.

**1966.** Pay must not be drawn for a man for the day upon which he receives a sentence of imprisonment, but he will receive pay for the day upon which he is released, unless he has been dismissed from the Force.

**1967.** Deserters will not receive pay from the date of arrest to the date of sentence.

**1968.** In calculating service for annual increases, sentences of imprisonment for more than one month will not be computed as service (See also para. 109).

**1969.** The value of shortages in kit of N.C. Officers and men discharged by:—

(a) Purchase.

(b) Invaliding.

(c) Dismissal (inefficient, or unsuitability or for cause).  
is to be deducted from the pay due them and refunded to the Receiver General.

**1970.** The following deductions shall be made from a deserter's pay, in the order named:—

(a) Sums due to the Government such as Q.M. Stoppages, fines, deficiencies in kit, etc. The value of such deficiencies as fixed by the board should be refunded to the Receiver General, the value of the articles and the date of refund being noted on Form 54, the refund deposit receipts being forwarded to the Commissioner.

(b) Mess charges, reasonable charges for washing, canteen charges not exceeding \$5 (in the Yukon canteen charges not exceeding \$15) receipts for same to be attached to the board.

(c) After complying with the above, Officers Commanding will remit the balance with the board proceedings for deposit to the credit of the Fine Fund.

Read also paras. 380 to 385.

### **Working Pay**

**1971.** Non-Commissioned Officers and Constables must not make personal application for working pay, but recommendations from Officers Commanding for working pay for members of their commands must contain the following information:—

(a) Date of commencement.

(b) Service.

(c) Applicant's capabilities, etc.

(d) Rate.

**1972.** No working pay will be granted for a period longer than one month back from the date of the letter of recommendation.

**1973.** All working pay granted will be published in general orders and the general order will state the date of commencement and date of cessation.

**1974.** Working pay of men absent from their duties through sickness or leave for more than three days, is to be stopped for the period of their absence.

**1975.** Working pay will cease on promotion without the issue of a general order.

**1976.** Working pay is to be drawn up to and including the day previous to that on which a man was returned to duty by general order.

**1977.** Working pay to be included in the pay list, form 1, to be entered separately.

**1978.** Working pay for guard room escort duty may be allowed under such conditions and at such rates as are set by the Commissioner.

### **Detective Pay**

**1980.** Members of the Force employed as detectives may be granted detective pay, as may be authorized by the Commissioner under the provisions of para. 172.

**1981.** N.C. Officers and Constables drawing detective pay will cease to draw such pay when on leave of absence, for the full period of leave or furlough.

**1982.** N.C. Officers and Constables drawing detective pay shall cease to draw such pay when detailed for any other duty in excess of twenty-four hours.

**1983.** Officers Commanding will immediately notify headquarters in every instance of a detective employed in other duties.

**1984.** The Commissioner may authorize such allowances as he considers necessary to detectives in lieu of quarters, rations, fuel and light, under the provisions of para. 172.



### **Rations and Allowance in Lieu**

**1986.** All members of the Force in receipt of rations, or an allowance in lieu of rations, when absent from their duties, on leave, or through being confined in police hospitals, or in any other hospital where their maintenance is charged to public funds, will have their rations, or their ration allowances, stopped for the period of their absence from duty, with the following modifications:—

- (a) When a married member of the force, drawing rations, is absent on duty, his wife may be granted a single ration in his absence. This will not apply when the married member is on leave.
- (b) When a married member of the Force, drawing rations, is absent in hospital at the public expense, his wife may be granted a single ration in his absence.

### **Hospital Stoppages**

**1990.** N.C. Officers and men will not draw pay for the days they are in police hospitals suffering from preventable diseases, or from after effects.

**1991.** Where there are police hospitals, Officers Commanding will forward a monthly schedule, in duplicate, with the paylists, showing the names of men confined in hospital during the month with preventable disease, and the dates of admission and discharge in each case.

**1992.** Where there are no police hospitals, Non-Commissioned Officers and men suffering from preventable diseases or from after effects, will have to bear all expenses in connection with hospitals, drug and medical accounts incurred through their disabilities, the payment of such accounts being arranged by Headquarters. In this case the pay will not be stopped except to liquidate accounts.

**1993.** Non-Commissioned Officers and men who are confined in police or public hospitals at the public expense for a continued period longer than 6 months, through any cause other than those already provided for by these Rules and Regulations, or through injuries sustained while in the performance of duty, will be subject to stoppage of all pay after such period of six months has elapsed.

### **Vouchers and Accounts in General**

**2000.** The following instructions with regard to vouchers and accounts in general are given for the information and guidance of all concerned.



**2001.** The instructions which follow do not include traveling expenses. Detailed instructions regarding these will be found in paras. 619 to 629.

**2002.** Instructions regarding expenses for mechanical transport, both land and water, will be found in paras. 1730 to 1735, and further instructions regarding accounts incurred will be issued by the Commissioner from time to time. For instructions regarding vouchers for sale of horses see para. 613.

### General

**2003.** The Headquarters Authority number must be quoted on the face of all vouchers, unless supported by contract or special agreement.

**2004.** Vouchers covering payment for the execution of work by tender or agreement will have attached thereto, in duplicate, a copy of such tender or agreement.

**2005.** When goods are purchased or services rendered, the words "goods received" or "service performed," or both, as the case may be, must be inserted on vouchers, and if the items charged for are not under contract, "Prices fair and just" should be added.

**2006.** The attention of Officers Commanding is drawn to para. 869 and in this connection emphasis is directed to the following with the view of preventing the possibility of double payments of accounts, etc.

- (a) Stores purchased are to be taken on charge from the accounts or vouchers only, so that the very fact of the article appearing in Q.M. Records would be evidence that an account has been received.
- (b) Prompt rendering of accounts to be insisted upon.
- (c) Before certifying accounts or vouchers, they must be compared with previous accounts from the same person, to see that none of the items have been charged for before.

**2007.** Wages for artisans employed by the force must be paid by cheque to the individual. Vouchers form No. 6 must be utilized for this purpose and shall have attached thereto a statement of the following information:—

Name	Working days	Cheque number	Signature recipient	H.Q. author. No.	Total
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This statement will be approved by the Officer Commanding the Division.

**2008.** Detachments issuing an order for "pay" on firms trading in their district, for services rendered by natives and others, must insist that such firms attach to their voucher the original order duly receipted as "paid" to the native or person concerned. All such orders to accompany vouchers to Headquarters.

**2009.** When for any reason cash payments are made direct to an employee, a form No. 6 is to be made up and must be receipted in the space provided on the back thereof by the person receiving the cash payment.

### **Method of Despatching**

**2010.** District accounts must be forwarded Ottawa as soon after the first of the month as possible and not later than the 10th.

**2011.** Contingent accounts must be forwarded to Ottawa not later than the 15th of the month.

**2012.** Envelopes or parcels containing vouchers, cheques, transport requisitions, etc., must be securely fastened and plainly marked with some indication as to contents in the lower left hand corner. For instance, "Contingent account vouchers."

**2013.** Envelopes or parcels containing returns, or vouchers or any financial or other Headquarters returns must be plainly addressed to "The Commissioner, R.C.M. Police Ottawa."

### **Instructions for Rendering Vouchers**

**2014.** Vouchers are to be forwarded unfolded, in the order in which they appear on the accompanying schedule or form.

**2015.** All copies of each voucher are to be pinned together, last copy uppermost.

**2016.** Vouchers for Police service must be rendered monthly to District Pay Offices, in triplicate copy, and forwarded to Headquarters, Ottawa, in duplicate by District Offices.

**2017.** As far as possible, only one account should be rendered for all goods supplied, or service performed, by any one person or firm during the month, of the same character or classification.

**2018.** All vouchers except those for travelling expenses and small purchases of postage stamps, must be rendered in the favour of the person supplying the goods or performing the service charged for.

**2019.** Members of the Force incurring expenditure must certify to the correctness on face of voucher.

**2020.** All accounts and vouchers must be finally approved by the Officer Commanding Division, or such other Officer authorized by the Commissioner.

**2021.** Vouchers to be on original bill-heads of Merchants when possible. Members of the Force are strictly forbidden to prepare accounts on original bill-heads of merchants.

**2022.** An effort should be made to have all accounts bear upon the face thereof a certificate signed by the merchant or his responsible representative as follows:—

Certified correct as rendered, (date)  
(Sgd.) J. SMITH.

**2023.** Stamp or write name of Division and its Headquarters on the upper left hand corner of voucher.

**2024.** The name of Detachment should be shown on the upper right hand corner of voucher.

**2025.** Mark "Original," "Duplicate," "Triplicate," etc., as required.

#### VOUCHERS

**2026.** When articles are shown on Returns, mark "Received into Stores, Issue & Receipt Voucher No...." This entry is to be initialled by Officer Commanding Division or N.C.O. in charge of detachment.

**2027.** If under contract mark "Goods Received, prices according to contract". This fiscal year to be stated, as, for example, "1924-25".

(a) Vouchers containing charges incurred under contract will have inserted on the face thereof the word "contract" in brackets, immediately after the notation of contract number, as: "S.S.D. 1629" (Contract).

(b) Contract vouchers shall have attached thereto the original copies of proceedings of "Board of Officers," when held under, these regulations.

**2028.** The exact quantities and rates must appear on the face of accounts.

**2029.** No contract or agreement is to be quoted on vouchers, except the same is in writing and copies have been forwarded to Headquarters.

**2030.** Vouchers are not to be signed by rubber stamps,

**2031.** All vouchers must be legible; indistinct carbon copies will not be accepted.

**2032.** Vouchers in favour of a woman are to be made out in her christian and surnames only, e.g. Mary A. Smith, the name of the place is, of course, also to be inserted.

**2033.** When a period of time is charged for in a voucher, or account, the first and last date of such period will be stated.

**2034.** Vouchers must show full particulars of goods purchased or services rendered and the reason therefor.

**2035.** Vouchers for goods supplied under contract must agree both as to quantity and unit prices quoted in contract.

**2036.** In cases where expenditure is made from a Post or detachment, and includes purchases for other Posts or detachments, the body of the voucher must carry a notation setting forth the basis of charge proportionate to each.

**2037.** All vouchers are to contain sufficient detailed information in connection with all items of expenditure therefor, to enable Headquarters to intelligently audit such expenditure without the need of correspondence with the Division. When available space on the face of a voucher prohibits insertion of this information, a separate report is to be typed and attached to voucher. Duplication of information, however, is to be avoided.

**2038.** It is important that vouchers be legible and specific as to detail and should include the following:—

Date of Purchase	Quantity of Purch.	Description of article	Unit Rate	Total.
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(a) Those covering more than one extension shall be totalled.

(b) In cases where credit is allowed by a firm, for the return of goods or other reason, a credit slip shall be attached to voucher. The voucher will show on face thereof the deduction of such credit.

**2039.** Vouchers covering expenditure for service shall state number of men employed, time, and rate per hour or day.

**2040.** In cases where delivery of purchases is made by weight, and where there are no official weight scales at the place of delivery, weigh-slips are to be obtained and attached to the account when submitted. All such weigh-slips shall accompany vouchers to Headquarters, Ottawa.

**2041.** Vouchers covering the purchase of lumber shall show whether measurements are board or lineal.

**2042.** The following vouchers will be transmitted to Headquarters, Ottawa, before payment, for taxation by the Department of Justice, and the King's Printer, respectively:—

(a) Accounts for legal services.

(b) Accounts for printing. A copy of poster or advertisement to be attached to each voucher.

**2043.** All vouchers must show actual date of incurrence as well as the date on which invoice is compiled.

**2044.** Vouchers for post-office box rentals are to show the inclusive dates of rental.

**2045.** Vouchers for horseshoeing charges must state the number of shoes provided, whether re-sets or new, fore or hind, and saddle horse number. They will be initialled by the Post Veterinary N.C.O. or in his absence by the Sergt. Major.

**2046.** Vouchers for laundry charges are to be supported by the laundry slip of the company concerned, which is to clearly show all articles charged for, together with the quantity and rates.

**2047.** Vouchers for charges covering alterations to uniforms must be supported by detailed information, as to the article altered, together with Reg. Number, rank, and name of the member who is responsible for same.

**2048.** Vouchers covering charges for pasturage of horses must show the length of time animal was on pasture.

**2049.** Vouchers for electric light, gas, or water charges must show meter readings, where meters are installed, with dates or readings and consumption, and the quarters affected.

**2050.** When vouchers are submitted for telephone charges, the number of the telephone is to be stated. In cases where long distance calls are necessary, the charges to be borne



entirely by the station requesting the service. Opposite charge on the voucher is to be inserted Headquarters File number or other references covering the case in question.

**2051.** Vouchers for wages paid through Contingent Accounts must quote Headquarters Authority or G. O. as the case may be.

**2052.** When saddle horses or dogs are billeted, their respective numbers are to be shown on vouchers.

**2053.** When discounts are allowed for payments within a stipulated time, this fact is to be clearly shown on face of voucher, and such discounts are to be taken advantage of always.

**2054.** The unit price, and unit quantity, in the case of material, as well as the unit of time in the case of service performed, is to be clearly stated on face of voucher.

**2055.** All vouchers for draying charges will describe the articles hauled and the distance transported.

### **Prisoner's Expenses and Accounts**

**2056.** In connection with para. (1934) instructions regarding the vouchers for the maintenance of prisoners in police guard rooms will be issued from Headquarters from time to time.

### **Medical Accounts**

**2057.** Accounts for medical supplies, attendance, and hospital charges must be initialled by the Post Medical Officer and will be submitted to the Principal Medical Officer at Headquarters, Ottawa, for examination before being finally passed.

**2058.** Accounts for medical attendance and attention are to be rendered promptly at the close of each month. They must give full particulars as required by these regulations together with dates of attendance and nature of disease.

**2059.** Medical Officers will keep a copy of all prescriptions and at the end of each month will attach them to the voucher for medicines, etc., certifying to the correctness of the latter. Each copy of prescription forwarded to Headquarters, Ottawa, must bear the proper signature of the Medical Officer.

**2060.** The attention of Medical Officers is directed to para. 941, to 951 dealing with the purchase of patent remedies, "repeats" of prescriptions, checking the sick report, prescriptions for members of family of members of the force, etc.

**2061.** Drug accounts must have a copy of each prescription attached and where special prescription blanks are not available, Form No. 122 must be used.

**2062.** All prescriptions are to be attached to the duplicate copy of the voucher in a sealed envelope, the face of the envelope to state the numbers of prescriptions enclosed. Drug accounts will show number of prescription and names of members of the Force only.

### **Dentistry Vouchers**

**2068.** For instructions regarding expenses for dentistry see para. 954.

### **Veterinary Vouchers**

**2070.** Accounts for Veterinary supplies must be initialled by the Post Veterinary officer or Non-Commissioned Officer and must be submitted to the Veterinary Surgeon for examination and certification before being finally passed by Headquarters.

**2071.** Vouchers for veterinary supplies are to be rendered in triplicate, except those already dealt with and signed by the Veterinary Surgeon. See para. 1030 to 1039. For vouchers for horseshoeing, see para. 2045.

### **Postage Stamp Accounts**

**2075.** Postage stamps are authorized to be purchased as required for official mail only. A postage stamp account will be kept in every division headquarters and will be produced at all inspections of the Division. This account will show the amount of stamps received, date of purchase, daily expenditure, for what purpose expended, and balance remaining on hand. See also para. 1350 and 2018.

**2076.** Postage stamps will be paid from Division Contingent Accounts.

### **Post Offices Boxes and Accounts**

**2079.** Post Office, boxes may not be rented, or rentals renewed, without headquarters authority having been first obtained. See also para. 2044 regarding vouchers for this service.

**2080.** Rentals of Post Office boxes will be paid from Division contingency accounts.

### **Telephones and Accounts**

**2085.** Rentals of telephones at the public expense will be authorized for official use only. Telephones for official use must not be rented or the rentals renewed without Headquarters authority having been first obtained.

**2086.** Long distance telephones must not be used except in cases of extreme urgency, and a due regard for economy must be observed.

For instructions regarding telephone accounts see para. 2050.

### **Printing and Stationery and Accounts**

#### **PRINTING**

**2090.** All printed forms required of the Force must be obtained from the Department at Ottawa. Officers are not to give orders for printing forms to local printing offices under any circumstances.

**2091.** A list of printed forms authorized for the use of the Force will be published in General orders from time to time.

**2092.** From time to time there may be accounts incurred for printing other matter. On Headquarters authority and the instructions laid down in para. 2042 regarding accounts must be observed. See also paras. 2106 to 2112.

#### **STATIONERY AND TYPEWRITERS**

**2095.** All stationery and typewriters required for the Force must also be obtained from the Department at Ottawa.

**2096.** A return of all typewriters on charge showing make, number and model of each machine, date received from department, and where in use, is to be forwarded at the end of each quarter, in duplicate, to Headquarters, Ottawa.

**2097.** Should any accounts for stationery be incurred they will be treated in the manner laid down by para 2042.

### **Funeral Expenses**

**2100.** Reasonable expenses for the burial of officers at the desired place of interment in Canada will be allowed from public funds, with due regard for economy, on the approval of the Minister in control of the Force.

**2101.** Reasonable burial expenses of Non-Commissioned Officers and Constables will be allowed from public funds, provided Officers Commanding govern themselves in accordance with local conditions and exercise due regard for economy. Officers Commanding must not accept responsibility for the payment of transportation charges of deceased Non-Commissioned Officers and Constables from the place of death to any other point in Canada from public funds. In case of doubt Officers Commanding will ask for instructions from the Commissioner who will decide whether the amount involved can be paid from public funds, and how it compares with the cost of transportation to a police cemetery or plot. (For instructions regarding discharge boards for deceased Non-Commissioned Officers and Constables see para. 163 and 163a).

### Advertisements

**2106.** Advertisements are to be inserted in the local newspapers authorized to receive same, circulating in the locality in which it is desired to notify the public.

(a) They should be framed in a concise manner, consistent with clearness.

**2107.** Every advertisement is to contain the following clause: "No payment will be made to any newspaper publishing this advertisement without proper authority."

**2108.** Instructions to newspapers publishing will contain the following:—

(a) "For .....(number).....insertions, in a compressed form, and in type in which advertisements are usually set in your paper, and are to be measured, seven lines only being allowed for the Royal Arms, and three for a displayed line of heading."

(b) "Accounts must be rendered, in triplicate, with a copy of the advertisement attached to each."

**2109.** Accounts must not be paid locally but are to be transmitted to Headquarters, Ottawa, in duplicate, for the certificate of the King's Printer. Vouchers for advertising and printing should be prepared separately and not included or mixed with other charges. See para. 2042.

**2110.** When tenders are called for at the same time for different articles, only one advertisement will be inserted and if separate tenders are required for any article, it should be stated.

**2111.** Advertisements for tenders for wood or hay should state that the Government dues have been paid by the contractors.

**2112.** Advertisements should not exceed two insertions whether in the weekly or daily edition.

## **TRANSPORT REQUISITIONS**

**2120.** As stated in para. 620 (b) when members of the Force are travelling on the public service, they will use transport requisitions to obtain railway and steamboat accommodation. Arrangements are made with the different railway and transportation Companies, by Order in Council, for the rates of transportation, under section 351 of Chapter 170 of the Revised Statutes of Canada, 1927.

**2121.** Railway and steamboat tickets by agreement with the different transportation Companies must not be stamped or surcharged in any way to indicate that the holder is a member of the R.C.M. Police. Should difficulty be experienced with any ticket agent in this respect the matter must be immediately reported to Headquarters, Ottawa.

**2122.** Officers when travelling on official duty will be entitled to first class accommodation and standard sleeping berths.

**2123.** Non-Commissioned Officers and Constables are also entitled to first class accommodation when travelling on official duty and if compelled to travel at night will be allowed a sleeping berth, if in the opinion of the Officer Commanding, the circumstances justify it.

**2124.** In connection with paras. 2122 and 2123, upper berths must be used whenever available by both Officers and other ranks.

**2125.** Non-Commissioned Officers and Constables when escorting prisoners and lunatics on trains or other public conveyances, will have to be guided by circumstances as to whether they should use the second class accommodation until they have safely handed over their prisoner.

**2126.** Transport requisitions, Form No. 60, are to be issued to railway and steamboat companies for the conveyance of members of the Force and their families, matrons, prisoners, lunatics, etc., and in all cases of the transfer by



rail or boat of horses, police stores, supplies, ammunition, household effects, etc. They are also to be used in exchange for sleeping berth tickets. See paras, 2122 and 2123.

**2127.** Transport requisitions are only to be issued on account of public service. Never on repayment.

**2128.** A return of all transport requisitions issued during the month is required to be rendered to Headquarters on form 144, at the end of each month

The counterfoils of all requisitions issued must accompany this return and all "cancelled" requisitions, together with all unused railway or steamboat tickets obtained on R.C.M. Police transport requisitions (see paras 2133 and 2134).

**2129.** The "Service" space on the counterfoils of all requisitions is to state specifically the Department or Province chargeable. If the requisition is issued on purely police duty the charge will be designated in the service space as "Police."

**2130.** The detail column is to state further information with regard to particulars of the case (See footnotes 1, 2 and 3 on the counterfoil of form No. 60).

**2131.** In the event of transport requisitions being lost, duplicates thereof must not be issued. The loss is to be immediately reported to Headquarters, at Ottawa, whereupon instructions will be issued.

**2132.** In escorting prisoners and lunatics, one "return" requisition should be made out for the escort, if required, and a "single" journey requisition for the prisoner or lunatic, a separate requisition being used in each case.

**2133.** In the event of a transport requisition being cancelled, the original requisition must accompany its corresponding counterfoil to Headquarters, Ottawa, with form 144.

**2134.** Unused railway or steamboat tickets are to be transmitted to Ottawa monthly with form No. 144. Said tickets to be attached to respective counterfoil, together with a report as to its non-use.

**2135.** All applications for refunds on account of unused tickets (obtained on R.C.M.P. transport requisitions) must be made through Headquarters, Ottawa.

**2136.** Transport requisitions are not to be altered except by the person issuing, and any alteration found necessary

must be initialled by the Issuer. The Counterfoil and book stub must always be altered accordingly when any change is necessary in the original.

**2137.** A list of all blank transport requisition books in the possession of Division offices must be recorded so that this information may be available to Headquarters, Ottawa, at any time required.

**2138.** As blank transport requisition forms may be improperly used, Officers Commanding Divisions must be sure that they are securely locked up by those responsible for their issue.

**2139.** When transport books are issued, or transferred from one person to another, receipts should invariably be taken.

**2140.** Transport requisitions are not to be used to cover the transport of Coroners, Justices of the Peace, etc.

**2141.** Further instructions regarding the issue of transport requisitions will be published by the Commissioner from time to time.

For transportation and subsistence authorized to be issued to invalids on discharge and non-commissioned officers and Constables on discharge to pension see para. 151, 152 and 133.

For transportation and travelling expenses of married officers see para. 622.

For transportation of married N.C.O's and men, see para. 624.

## **SECTION 6.—MESSING AND MESS ROOMS, CANTEENS, RECREATION AND READING ROOMS, RIFLE AND REVOLVER CLUBS, THE BENEFIT TRUST FUND**

### **MESSING AND MESS ROOMS**

#### **Officer's Mess**

**2150.** Every Officer of the Royal Canadian Mounted Police Force is a member of the mess.

**2151.** The Lieut. Governors of the provinces and territories in which the Force is stationed, the Judges of the Courts, and the Financial Comptroller shall be honorary members of the mess.

**2152.** Any person may be admitted as an honorary member of the mess for ten days upon being proposed in writing by two members (who will be responsible) recommended by

the committee and approved by the Commanding Officer. Honorary members may be admitted for a longer period on a two-thirds vote at a regular mess meeting. The privilege will be personal only.

**2153.** Officers, on appointment, will pay an entrance fee of \$10. There shall be a monthly subscription paid in advance by all officers serving at the post for a period of one month or over, at the rate of  $\frac{1}{2}$  per cent for non-dining members and .1 per cent of the yearly salary for dining members.

**2154.** The mess shall be managed by a committee of two members, the senior of which will be President, the other Secretary. The Committee shall be elected monthly at the regular meeting.

**2155.** A mess meeting will be held monthly, on the first Wednesday after the 10th of each month, for the purpose of auditing the accounts, and discussing any propositions that may be brought forward concerning the general management and comfort of the mess, and also to authorize any special outlay of funds that may be required for mess purposes. The senior officer present at the mess meeting shall preside.

**2156.** The Mess Committee shall see the standing rules enforced and permit no deviation therefrom. They shall keep up the stock of glass, linen, cutlery, etc., and such small repairs and renewals as may be required from time to time for the convenience of the mess, and renew the subscriptions to newspapers and periodicals which are subscribed to by the mess.

**2157.** The Committee, as a body, are responsible for the accounts, and for all mess property, which they shall inspect once a month, and report its condition at the monthly mess meeting.

**2158.** The Secretary shall keep a cash book, ledger and a stock book, and furnish at the monthly mess meeting a financial statement of the affairs of the mess.

**2159.** The monthly mess bills and all duly authorized subscriptions of officers, are to be rendered by the Secretary, and payment made to him on or before the 10th of each succeeding month. Any officer neglecting to comply with this regulation will be at once called upon by his Commanding Officer for an explanation.

**2160.** The mess funds shall be deposited by the Secretary in a bank, and all payments made by his cheque.

**2161.** No member of the mess is to find fault with the caterer or mess servant, but make his complaint to the committee.

**2162.** On the appointment of a new committee an exact inventory of all mess property will be handed to them by the committee going out of office.

**2163.** Whenever it is proposed to give an entertainment, or entertain a guest, the Commanding Officer will always in the first instance cause to be circulated a paper notifying the proposal to give the entertainment, and it shall be clearly understood that in the event of the proposal being allowed only those officers who have signed the paper are to pay any share of the expense incurred.

**2164.** Responsibility for the maintenance of good order and discipline, at mess will attach to the senior combatant officer present, who will also take precedence on all occasions. No second position will be recognized.

**2165.** Any member ordering extra meals, cigars, etc., and not paying at the time, shall give a ticket for the same to the mess waiter signed by himself; such tickets to be attached to each officer's monthly mess bill.

**2166.** Members of the mess may invite not more than four guests to the table at any time, but not for more than three meals in succession. Such member will give as early notice as possible.

**2167.** Any member of the mess who should wilfully or wantonly lose, break or injure any articles of mess property shall be charged double the price of the same, but if such articles are destroyed by accident on the part of any of the members, by their guests, or their servants, they shall pay only cost of replacing the articles.

**2168.** Papers, periodicals, etc., may be taken out of the mess on the following conditions: Monthlies, 7 days after receipt, for two days; Weeklies, 4 days after receipt, and to be returned within 24 hours; Dailies, 24 hours after receipt, and returned same day.

**2169.** Breakfast shall be served from 8 a.m. to 10 a.m. Luncheon at 1 p.m. Dinner at 6 p.m.

### Sergeant's Mess

**2175.** The following rules will apply to any established Sergeant's Mess throughout the Force.

**2176.** All Sergeants Major, Staff Sergeants, Sergeants and Acting Sergeants of the Royal Canadian Mounted Police are members of a Sergeant's Mess.

**2177.** The Senior Sergeant Major will, ex-officio, be the President of the Sergeant's Mess. See also para. 1106.

**2178.** A Secretary-treasurer will be elected monthly by vote of a general meeting.

**2179.** There will be a committee of the President, the Secretary-Treasurer and one member; this committee will conduct the business of the Mess.

**2180.** A general meeting will be held at 6.30 p.m. the second Wednesday in every month; all members who are present in the post and not necessarily absent on duty will attend.

**2181.** Any member who is absent from a Mess Meeting without reasonable excuse will be reported to the Officer Commanding the Division or Post.

**2182.** The Minutes of the meetings will be kept and submitted to the Officer Commanding for approval within forty-eight hours of each meeting.

**2183.** Every member, on joining the Mess, will pay an entrance fee of (\$2) Two Dollars; this will be deposited to the credit of the Mess Property Fund.

**2184.** Honorary members of the Mess, from Ex-Members of the Force, and such others to the number of (10) may be elected on a two-thirds majority vote at a full meeting. Notice of the proposed honorary membership, signed by the proposer and seconder, to be posted in the sitting room of the Mess at least one month before the vote is taken.

**2185.** A monthly subscription of Twenty-five cents will be paid by all regular members to the Property Fund.

**2186.** The Property Fund will only be used for the general upkeep of the Mess, apart from the Messing, as may be agreed upon by a majority of the members at a General Mess Meeting.



**2187.** There will be a Messing Account kept separately from the Property Fund Account; this will be made up at the end of each month, and all accounts incurred for Messing paid by the dining members concerned.

**2188.** All stoppages for messing and for the Property Fund will be made through the monthly Pay-lists.

**2189.** Members of the Mess, who are not regular dining members, will be charged a price to be fixed by the Committee for any meals they may have in the Mess.

**2190.** Members bringing guests into the Mess will be charged the same rate for any meals the guests may have.

**2191.** Before anyone is entertained as a guest of the whole Mess, the matter will be brought up at a general Meeting, and the consent of two-thirds of the members obtained. The cost of such entertainment will be borne by all members equally.

**2192.** The Senior N.C.O. present is responsible for the discipline and good order of the Mess.

**2193.** A book will be kept in the Mess in which any member may write suggestions or complaint. The Mess Secretary will deal with these as far as possible; any matter out of the ordinary will be brought up by him at the Regular Monthly Meeting.

**2194.** All Sergeants of other Divisions are entitled to sleeping accommodation and meals. Should all rooms be occupied, the visitors will share the rooms of the junior members of the Mess of equal rank, as allotted by the Secretary.

**2195.** A special Mess Meeting may be called at any time by the President of the Mess.

**2196.** A Visitor's Book will be kept in the Mess; all guests are to be requested to sign this.

**2197.** The Mess Secretary-Treasurer will keep the following books:—

Property Fund account (including inventory of Mess property).

Messing Account.

Minute Book.

**2198.** These books, together with the Proposition Book and Visitors' Book, will be produced by the Secretary-Treasurer at each Regular Monthly Mess Meeting.

**2199.** Two Bank Accounts will be kept: one for the Property Fund and the other for the Messing Account. All disbursements will be made by cheque which will be signed by the President and the Secretary-Treasurer.

### **Division Mess**

**2205.** Division Commanders will pay the strictest attention to the messing arrangements of the N.C. Officers and Constables, bearing in mind that a generous and varied "Bill of Fare" goes a long way to make men contented and satisfied, and causes them to take an increased interest in their duties.

**2206.** Advantage should be taken of canteen grants, small subscriptions and such like towards the improvement of messing.

**2207.** Mess rooms and kitchens must be kept scrupulously clean and the former made as bright and cheerful as possible.

**2208.** Men should sit down to meals cleanly dressed, with jackets buttoned up.

**2209.** The Corporals or Senior Constables dining at the tables will be responsible for the proper behaviour of every man messing with them.

**2210.** Any man having a complaint regarding the food or messing arrangements, will make it to the N.C. Officer or Senior Constable who, in turn, will report it to the Orderly Officer when visiting the mess.

**2211.** At a district headquarters or post, where the mess is large, a committee should be appointed to manage its affairs, and care should be paid by Division Commanders to the disposal of any surplus rations to the end that the mess receive the full benefit thereof.

### **CANTEENS**

**2218.** Canteens for the sale of groceries, etc., may be established at such posts as are approved of by the Commissioner.

**2219.** The canteen at each post will be managed by a committee, composed of an officer appointed by the Officer Commanding who will be the president, of the Sergeant-Major (ex-officio), and one Corporal and two Constables, to be elected by members of the division, one of whom will act as secretary, and who will record all minutes of meetings held by the committee.

**2220.** A manager will be appointed by the Officer Commanding, whose duties will be to attend to stock, sales, check invoices, keep the books, and render the quarterly and monthly returns. If at any post the manager is unable to keep the books, and make out the necessary returns, the Officer Commanding may make other arrangements for having this work done.

**2221.** The Committee will take stock at the end of each quarter of all goods in the canteen, but the Officer Commanding may order stock to be taken at any time during each quarter.

**2222.** Officers Commanding shall order an audit of the canteen books annually on the 31st March by a competent auditor unconnected with the Force, and the services of such auditor shall be paid from canteen funds.

(a) A statement of the result of the said audit, signed by the auditor, shall be forwarded to the Commissioner.

(b) The Commissioner may, if he deem it necessary, order a similar audit at any other time during the year.

**2223.** The Committee will meet as soon as possible, after the first of each month, to examine and pass accounts, authorize grants, purchases, etc.

**2224.** Sales in the canteen will be for cash.

**2225.** Credit may be extended to Officers, married Non-Commissioned Officers and married Constables up to fifteen dollars per month, and all accounts are to be paid by the 15th of the month following.

**2226.** Credit up to \$15 per month may be extended to other members of the Force and will be stopped on the pay-sheets for the month it is incurred in.

**2227.** All moneys received during the day will be handed to the president the following morning, and signed for by him in a book kept for that purpose.

**2228.** The president will keep the money thus received in a safe, until deposited by him in a bank.

**2229.** All payments will be made by cheque, signed by the manager and countersigned by the president.

**2230.** The Officer Commanding shall regulate the hours for the canteen to be open to suit the routine of the post.

**2231.** None but members of the Force, and their families, will be allowed to purchase in the canteen.

**2232.** The canteen will not be open on Sundays.

**2233.** A quarterly return of business and balance sheet will be rendered in duplicate to the Commissioner in April, July, October and January.

**2234.** The canteen system having been established for the convenience of members of the Force, the Officer Commanding should bear in mind that he is primarily responsible for its efficient management and he should see that economy is practised, and maintain an efficient control of the purchase and expenditure.

**2235.** Profits should not be allowed to accumulate unduly, but should be disposed of regularly for the benefit of the members of the Division.

## RECREATION AND READING ROOMS

**2244.** Libraries, recreation and reading rooms for the benefit of N.C. Officers and men are to be established at all district headquarters, whenever practicable, and grants for the furnishing and maintenance of the same will be made from the Fine Fund, Recreation or Division Canteen Fund.

**2245.** Division Commanders are expected to take particular interest in post recreation and reading rooms, in order that the men of their commands may have a cheerful and comfortable place in which to spend the hours of the long winter evenings.

**2246.** Illustrated papers, magazines, papers, supplied to divisions from the Fine Fund, are to be distributed among the detachments after having been in the reading rooms of the divisions a reasonable time. Postage for same to be paid from the stamp account.

**2247.** All articles purchased from the Fine Fund or Benefit Trust Fund for the furnishing of Recreation Rooms are to be kept therein and are not to be removed therefrom without the Commissioner's authority. They are also to be



taken on the Q.M. Books by Receipt Vouchers, Form 185, and entered in the Q.M. Store Ledger following articles of Q.M. Inventory. In order to distinguish articles of Recreation Room Furniture etc. from other articles of Q.M. Inventory, when showing such articles on Receipt or Issue Vouchers, the "Section number" is to be shown above them as follows:—

### **"Section 3 Q.M.S. Recreation"**

**2248.** When such articles are unfit for further use they are to be included in Quarterly Condemning Boards.

**2249.** Officers Commanding should also arrange for articles purchased from Canteen funds for Recreation Rooms or for the use or benefit of all members of the division, to be taken proper care of. Such articles must not be appropriated by any individual

### **RIFLE AND REVOLVER CLUBS**

**2255.** Officers Commanding will encourage rifle shooting and revolver practice by every possible means, and will organize rifle and revolver clubs, if at all practicable, in their Divisions

**2256.** With a view to encouraging target practice in the event of a Rifle or Revolver Club being organized in any Division or members joining a Civilian Club, a free issue of 200 rounds of Rifle Ammunition and 100 rounds of Revolver Ammunition is authorized. Before any such free issues are made, however, an Issue Voucher Form 185, certified by the Officer Commanding the Division must be forwarded to the Commissioner for his approval, and in the event of the ammunition being for a bona-fide member of the Force who is a member of a Civilian Club a free issue shall be authorized in General Orders.

**2257.** Ammunition may be sold to members of Rifle or Revolver Clubs referred to in these regulations at a reduction of 40 per cent of the current repayment prices.

### **THE BENEFIT TRUST FUND**

**2265.** In accordance with the provisions of Section 21 of the Royal Canadian Mounted Police Act, all fines and the proceeds of all forfeitures and seizures and all portions of any fine and of any forfeiture or seizure that may be awarded or adjudged to any member of the Force in connection with the performance of his duties, shall be forwarded to the Commissioner, through the proper channels, to be paid



to the Minister, to be used for the benefit of members of the Force and their families and the families of deceased members of the Force, or to the Benefit Trust Fund established in the interests of the members of the Force or their dependents as the Governor in Council may prescribe

**2266.** The appointment of trustees, and regulations for the management and administration of the Benefit Trust Fund are governed by, and will be as may be prescribed by Order in Council.

## PART III

### LIST OF APPENDICES

- I. An Act respecting the Royal Canadian Mounted Police.
- II. Order for laying out kit for inspection.
- III. Divisions of the horses body.
- IV. Care of horses, training, saddling, grooming, shoeing, etc.
- V. Inspection of ration meat.
- VI. First aid to the injured.
- VII. Ration calculator single scale.
- VIII. Field ration calculator.
- IX. Table of salaries, officers.
- X. Care and operation of Mechanical Transport.
- XI. Northern Winter Dog Trips—equipment for.
- XII. Care and treatment of Dogs.
- XIII. Ceremony to be observed at a R.C.M. Police funeral.

## APPENDIX I

### CHAPTER 160

An Act respecting the Royal Canadian Mounted Police

#### SHORT TITLE

1. This Act may be cited as the Royal Canadian Mounted Police Act. R.S., c. 91, s. 1; 1919 (2nd session), c. 28, s. 1.

#### INTERPRETATION

2. In this Act, unless the context otherwise requires,
- (a) "constable" means and includes any member of the Royal Canadian Mounted Police Force other than a commissioned officer;
  - (b) "the Force" means the Royal Canadian Mounted Police Force;
  - (c) "member of the Force" or "member" includes the Commissioner and every other officer, non-commissioned officer and man of the Force;
  - (d) "Minister" means the minister for the time having control and management of the Force;
  - (e) "officer" means a commissioned officer of the Force;
  - (f) "service" means service on the Force.
- R.S., c. 91, s. 2; 1919 (2nd session), c. 28, s. 1.

### PART I

#### ROYAL CANADIAN MOUNTED POLICE FORCE

##### *Constitution*

3. The Royal Canadian Mounted Police Force shall continue to be a police force duly constituted for Canada, shall be known as the Royal Canadian Mounted Police and may be employed in such parts of Canada as the Governor in Council may prescribe. 1919, c. 69, s. 1.

4. Such member of the King's Privy Council for Canada as the Governor in Council from time to time directs, shall have the control and management of the Force and of all matters connected therewith. R.S., c. 91, s. 4; 1918, c. 6.

5. The Governor in Council may, from time to time, enter into arrangements with the government of any province of Canada for the use or employment of the Force, or any portion thereof, in aiding the administration of justice in such province, and in carrying into effect the laws of the legislature thereof; and may, in any such arrangement, agree

upon and determine the amount of money which shall be paid by the province for such services of the Force. R.S., c. 91, s. 5.

6. The Governor General may by commission appoint a Commissioner of Police, who shall be called the Commissioner of the Royal Canadian Mounted Police, and may also appoint by commission a Financial Comptroller of Police.

2. The Governor General may by commission appoint one or more assistant commissioners of police, and one or more staff and other superintendents, and inspectors, surgeons, assistant surgeons and veterinary surgeons of the Force, and the Governor General may in any commission issued under the authority of this subsection limit the time during which the same shall continue in force. 1919, c. 69, s. 2; 1919 (2nd session), c. 28, s. 2.

7. The headquarters of the Force shall be at such place as the Governor in Council from time to time appoints.

2. The offices of the Commissioner shall be at the headquarters of the Force. R.S., c. 91, s. 7; 1919 (2nd session), c. 28, s. 2.

8. The Governor in Council may, from time to time, authorize the Commissioner of Police to appoint, by warrant under his hand, such number of constables as the Governor in Council thinks proper, and to appoint from among them non-commissioned officers of different grades.

2. The Commissioner may delegate such authority to any commissioned officer of the Force.

3. Such number of non-commissioned officers and constables shall be mounted as the Governor in Council directs.

4. The Governor in Council may authorize the Commissioner to appoint special constables, agents, men and boys not less than fourteen years of age, as trumpeters and buglers, at such rates of pay as are authorized by the Minister. 1919, c. 69, s. 4.

9. The Governor in Council may authorize arrangements to be made with any surgeon or veterinary surgeon to perform the duties of surgeon, assistant surgeon, or veterinary surgeon, respectively, for the Force, as to any portions or detachments thereof, and may pay reasonable and proper remuneration for any services so rendered R.S., c. 91, s. 9; 1919, c. 69, s. 5.

10. The Commissioner of Police shall, under the Minister, have the control and management of the Force and of all matters connected therewith.

2. Notwithstanding the provisions of any Act inconsistent herewith, the Governor in Council shall have power to prescribe the rank and seniority in the militia which officers of the Force shall hold for the purpose of seniority and command when they are serving with the militia. 1919, c. 69, s. 3; 1919 (2nd session), c. 28, s. 2.

11. In the absence of the Commissioner, the senior assistant commissioner at headquarters may exercise all the powers which by this or any other Act are conferred upon the Commissioner. 1919, c. 69, s. 6.

12. The Commissioner and the assistant commissioners shall, respectively, have all the powers of two justices of the peace under this or any Act in force in any province of Canada.

2. The superintendents, and such other officers as the Governor in Council approves, shall be *ex officio* justices of the peace.

3. Every member of the Force shall be a constable in every part of Canada for the purpose of carrying out the criminal and other laws of Canada, and in the Northwest Territories and the Yukon Territory for carrying out any laws and ordinances in force therein. 1919, c. 69, s. 7.

13. No officer or constable shall be appointed to the Force unless he is of a sound constitution, active and able bodied, of good character, and between the ages of eighteen and forty years, nor unless he is able to read and write either the English or the French language.

2. The provision in this section as to age shall not apply to any officer appointed before the twenty-third day of July, one thousand eight hundred and ninety-four, or to the Commissioner, assistant commissioners, or surgeons. R.S., c. 91, s. 14; 1919 (2nd session), c. 28, s. 2.

14. Every constable shall, upon appointment to the Force, sign articles of engagement for a term of service not exceeding five years, and such engagement shall be made with the Commissioner, and may be enforced by him.

2. Such constable may be dismissed or discharged by the Commissioner before the expiration of the said term. R.S., c. 91, s. 15.

#### *Oaths*

15. Every member of the Force shall, before entering upon the duties of his office, take the oath of allegiance and an oath of office in the form following, that is to say:—

“I, A.B., solemnly swear that I will faithfully, diligently and impartially execute and perform the duties required



of me as a member of the Royal Canadian Mounted Police, and will well and truly obey and perform all lawful orders and instructions which I shall receive as such, without fear, favour or affection of or towards any person. So help me God."

2. Such oaths may be taken by the Commissioner before any judge, stipendiary magistrate or justice of the peace, having jurisdiction in any part of Canada, and by any other member of the Force, before the Commissioner of Police, or any person having jurisdiction as aforesaid.

3. Such oaths shall be retained by the Commissioner as part of the records of his office. R.S., c. 91, s. 16.

### *Duties*

16. The Commissioner of Police shall perform such duties as are assigned to him, and shall be subject to the control, orders and authority of such person or persons as are for that purpose named by the Governor in Council. R.S., c. 91, s. 17.

17. It shall be the duty of members of the Force, subject to the orders of the Commissioner,

(a) to perform all duties which now are or hereafter shall be assigned to constables in relation to the preservation of the peace, the prevention of crime, and of offences against the laws and ordinances in force in any province or territory or territories in which they may be employed, and the criminal and other laws of Canada, and the apprehension of criminals and offenders, and others who may be lawfully taken into custody;

(b) when thereto ordered, to attend upon any judge, stipendiary magistrate or justice of the peace when specially required, and to execute all warrants, and perform all duties and services in relation thereto, which may, under this Part, or the laws and ordinances in force in any province, territory or territories in which they may be employed, or the criminal or other laws of Canada be lawfully executed and performed by constables;

(c) to perform all duties which may be lawfully performed by constables in relation to the escort and conveyance of convicts and other prisoners and lunatics to or from any courts, places of punishment or confinement, asylums or other places. 1919, c. 69, s. 7.

18. It shall be the duty of the members of the Force, subject to the orders of the Commissioner, upon information, or upon reasonable grounds of suspicion, and without the necessity of any intervention or process of law, to enter any

shop, store, hut, tent, wigwam, dwelling or building, or place or inclosure, and to enter, and, for such purpose, stop and detain while travelling, any vessel, canoe, carriage, wagon, cart, sleigh, or other vehicle or means of conveyance of any description, and to search all parts thereof, and any kegs, barrels, cases, boxes, or packages or receptacles of any kind, for spirits, strong waters, spirituous liquors, wines, or fermented or compounded liquors, or intoxicating drink of any kind, and to break and destroy any such kegs, barrels, cases, boxes, or packages or other receptacles of any kind found containing the same, and to pour out and destroy all spirits, strong waters, spirituous liquors, wines, or fermented or compounded liquors or intoxicating drink.

2. No constable shall so enter any hut, tent, wigwam or dwelling, unless accompanied by or under the order of a commissioned officer.

3. It shall not be necessary, in order to a constable's lawful entry into or search of any place or thing in this section mentioned, or to his right of seizure and destruction of such liquors or intoxicating drink as aforesaid, that he shall, before such entry or seizure, see any such liquor or intoxicating drink, or have any visible indication or evidence that liquor of any kind may be contained in or about the premises.

4. This section shall apply only to the North West Territories as constituted on the thirty-first day of January, one thousand nine hundred and seven, and to any other territory in which the provisions of the North West Territories Act, relating to the prohibition of intoxicants, remain in force, and it shall not apply to intoxicants lawfully imported and brought in. R.S., c. 91, s. 19.

19. The Force shall, for the purposes aforesaid and the performance of the duties assigned to them by or under the authority of this Part, in addition to the powers and duties conferred or imposed by this Part, have all the powers, authority, protection and privileges which any constable has by law.

2. Except within the Yukon Territory the Force shall not be charged with any duties under or in connection with any municipal by-laws. R.S., c. 91, s. 20.

20. The Governor in Council may by regulation determine the pay and allowances to be received by the Commissioner and other members of the Force, and such regulation shall be and be deemed to have been effective from and after the thirty-first day of May, one thousand nine hundred and twenty-four. 1924, c. 66, s. 1.

**21.** Notwithstanding the provisions of any Act inconsistent herewith, all fines and the proceeds of all forfeitures and seizures and all portions of any fine and of any forfeiture or seizure that may be awarded or adjudged to any member of the Force in connection with the performance of his duties shall be paid to the Minister.

2. The moneys so paid to the Minister shall be used or paid

(a) for the benefit of members of the Force and their families and the families of deceased members of the Force; or

(b) to such benefit fund established or as may hereafter be established in the interests of the members of the Force or their dependents;

as the Governor in Council may prescribe.

3. The Governor in Council may make any regulations deemed by him necessary or convenient for the management and administration of the said moneys and of any benefit fund established in connection therewith. 1921, c. 53, s. 1.

### *Regulations*

**22.** The Governor in Council may regulate and prescribe the amounts to be paid for the purchase of horses, vehicles, harness, saddlery, clothing, arms and accoutrements, or articles necessary for the Force; and also the expenses of travelling, and of rations, or of boarding or billeting the Force, and of forage for the horses. R.S., c. 91, s. 22.

**23.** The Governor in Council may make regulations for the quartering, billeting and cantoning of the Force, or any portion or detachment thereof, and for the furnishing of boats, carriages, vehicles of transport, horses and other conveyances for transport and use, and for giving adequate compensation therefor; and may, by such regulations, impose fines, not exceeding two hundred dollars, for the violation of any such regulation, or for refusing to billet any of the Force, or to furnish transport as herein mentioned.

2. No such regulations shall authorize the quartering or billeting of any of the Force in any nunnery or convent or upon any religious order of females R.S., c. 91, s. 23.

**24.** The Governor in Council may establish the precedence and rank in the Force of the several commissioned officers, and make rules and regulations as to

(a) the clothing, arms, training and discipline of the Force;

- (b) the duties and authorities of the Commissioner and the other members of the Force, and the several places at or near which they, or the Force, or any portion thereof, may be stationed; and
- (c) generally for such matters and things, concerning the government, discipline and guidance of the Force, as are not inconsistent with this Act. R.S., c. 91, s. 24.

25. Every regulation made under this Part shall be published in the *Canada Gazette*, and shall have the force of law from the date of its publication, or from such later date as is in such regulation appointed for its coming into force. R.S., c. 91, s. 25.

#### *Expenditure and Accounts*

26. All sums of money required to defray any expense authorized by this Part may be paid out of the Consolidated Revenue Fund of Canada. R.S., c. 91, s. 26.

27. A separate account shall be kept of all moneys expended under this Part, and a detailed statement thereof shall be laid before Parliament at each session thereof. R.S., c. 91, s. 27.

#### *Reserve*

28. The Governor in Council may from time to time authorize the Commissioner to appoint by warrant under his hand, such officers and men who have served in the Force to a Reserve to be known as the "Royal Canadian Mounted Police Reserve."

2. Such Reserve, or any portion or member thereof, may be called up for duty by the Commissioner when he deems it necessary.

3. When such officer or man of the said Reserve shall have been called up for duty he shall hold the rank which he held on the date of his retirement or discharge from the Force, and shall receive the current rate of pay for such rank.

4. When such member is called up for duty, he shall exercise all powers and jurisdiction of a regular member of the Force holding the same rank.

5. Every member of such Reserve may be appointed for a term not exceeding one year, and shall take the oath of office and allegiance.

6. Every member of the Force on being called up for duty will be subject to this Act and all rules and regulations made thereunder from the date of his being called up, which date shall be the day on which he is advised by registered letter to report himself for duty.



7. Any member of the Reserve may retire therefrom on giving two months' notice in writing to the Commissioner.

8. Any member of the Reserve may be discharged therefrom by the Commissioner without notice.

9. Any member of the Reserve may be called up for training for a period not exceeding seven days in any one year, and while so called up will receive the same rate of pay as when called up for duty, and during such training shall be subject to this Act.

10. No member of the Reserve Force shall be entitled to count the period served in such Reserve Force toward pension.

11. The Governor in Council may prescribe arms and equipment and the uniform to be worn by the Reserve.

12. No person over the age of sixty-five years shall be appointed to or continue in the Reserve. 1919, c. 69, s. 11.

### *Offences and Penalties*

29. Every commissioned officer who is charged with any of the offences enumerated in the next following section may be placed under arrest; and the Commissioner may, on receipt of the charge in writing, order an investigation as in case of a special inquiry under the provisions of this Part R.S., c. 91, s. 28.

30. Every member of the Force, other than a commissioned officer, who is charged with

- (a) disobeying or refusing to obey the lawful command of, or striking his superior;
- (b) Oppressive or tyrannical conduct towards his inferior;
- (c) intoxication, however slight;
- (d) having intoxicating liquor illegally in his possession or concealed;
- (e) directly or indirectly receiving any gratuity, without the Commissioner's sanction, or any bribe;
- (f) wearing any party emblem;
- (g) otherwise manifesting political partisanship;
- (h) overholding any complaint;
- (i) mutinous or insubordinate conduct;
- (j) unduly overholding any allowances or any other public money entrusted to him;
- (k) misapplying or improperly withholding any money or goods levied under any warrant or taken from any prisoner;
- (l) divulging any matter or thing which it is his duty to keep secret;



- (m) making any anonymous complaint to the government or the Commissioner;
  - (n) communicating, without the Commissioner's authority, either directly or indirectly, to the public press any matter or thing touching the Force;
  - (o) wilfully, or through negligence or connivance, allowing any prisoner to escape;
  - (p) using any cruel, harsh or unnecessary violence towards any prisoner or other person;
  - (q) leaving any post on which he has been placed as sentry or on other duty;
  - (r) deserting or absenting himself from his duties or quarters without leave;
  - (s) scandalous or infamous behaviour;
  - (t) disgraceful, profane or grossly immoral conduct;
  - (u) violating any standing order, rule or regulation, or any order, rule or regulation hereafter made; or
  - (v) any disorder or neglect to the prejudice of morality or discipline, although not specified in this Part or in any rule or regulation;
- may be forthwith placed under arrest and detained in custody, to be dealt with under the provisions of this Part. R.S., c. 91, s. 29.

**31.** The Commissioner, the assistant commissioner, or the superintendent or other commissioned officer commanding at any post or in any district, may, forthwith, on a charge, in writing of any one or more of the offences mentioned in the last preceding section being preferred against any member of the Force, other than a commissioned officer, cause the person so charged to be brought before him, and he shall then and there, in a summary way, investigate the said charge, and, if proved on oath, to his satisfaction, shall thereof convict the offender.

**2.** Any such offender shall be liable to a penalty not exceeding one month's pay, or to imprisonment, with hard labour, for a term not exceeding one year, or to both fine and imprisonment, and also, if a non-commissioned officer, to reduction in rank, in addition in any case to any punishment to which the offender is liable, with respect to such offence, under any other law in force in the Northwest Territories or the Yukon Territory, or in the province in which the offence is committed. R.S., c. 91, s. 30.

**32.** Every member who, having deserted, has not surrendered himself before the termination of his period of engagement, shall be subject to the provisions of the two

last preceding sections for a further period of twelve months after the expiration of his period of engagement; or if he left Canada after the offence and within either of the said periods, then for twelve months after his return to Canada. R.S., c. 91, s. 31.

**33.** All pecuniary penalties imposed under the three last preceding sections, and all pay due to deserters at the time of their desertion, shall form a fund to be managed by the Commissioner, with the approval of the Minister, and be applicable to the payment of rewards for good conduct or meritorious services, to the establishment of libraries and recreation rooms, and to such other objects, for the benefit of the members of the Force, as the Minister approves. R.S., c. 91, s. 32.

**34.** Whenever the Commissioner deems it advisable to make or cause to be made any special inquiry into the conduct of any member of the Force, or into any complaint against any of them, he or the commissioned officer or officers whom he appoints for that purpose, may examine any person on oath or affirmation, and may compel the attendance of any necessary witnesses, in the same manner as if the proceedings were before justices, under the provisions of the Criminal Code relating to summary convictions R.S., c. 91, s. 33.

**35.** Every member of the Force who, having deserted, absented himself from his duties without leave, or refused to do duty therein, is found in any part of Canada other than the province of Saskatchewan or Alberta, or the Northwest Territories, or the Yukon Territory, whether the term for which he engaged to serve has or has not expired at the time of his being so found shall, on summary conviction, be liable

- (a) to a fine not exceeding two hundred dollars and not less than one hundred dollars, and in default of payment of such fine, to imprisonment for a term not exceeding eight months, unless such fine is sooner paid; or
- (b) to imprisonment with hard labour for a term not exceeding twelve months; or
- (c) to both fine and imprisonment; or
- (d) to be delivered into the custody of a member of the Force and taken back in custody to the headquarters thereof to be dealt with in a summary way, in accordance with the provisions of this Part.

2. Upon the trial of any offender under this section, it shall not be necessary to produce or give in evidence the original engagement or agreement to serve in the Force signed by such offender, but such engagement may be proved by parole evidence or by a certificate purporting to be signed by the Commissioner, an assistant commissioner or any superintendent or inspector of the Force, giving the date and term of such engagement; and such certificate shall be *prima facie* evidence of such engagement.

3. Any complaint may be made or information laid under this section, and proceedings may be had thereon, at any time during the period of the engagement of such offender and within twelve months thereafter, and if such offender has left Canada after the offence and within either of the said periods, then within twelve months after his return. R.S., c. 91, s. 34.

36. Every member of the Force who, if discharged or dismissed, refuses or neglects to forthwith deliver up to the Commissioner or to a commissioned officer, or to a constable authorized to receive them, his clothing, arms, accoutrements and all property of the Crown in his possession as a member of the Force or used for police purposes, shall, on summary conviction, incur a penalty of fifty dollars in addition to the value of the articles not delivered up. R.S., c. 91, s. 35.

37. Every person who unlawfully puts on or assumes the dress, name, designation or description of any member of the Force, or who gives or offers or promises to give to any member of the Force any bribe, pecuniary or otherwise, or who makes any agreement with any member of the Force to induce him in any way to forego his duty, or who conceals or connives at any act whereby any rule, order or regulation of the Governor in Council in relation to the Force may be evaded, shall, on summary conviction, on the complaint of any member of the Force, be liable to a fine not exceeding eighty dollars, or to imprisonment, with or without hard labour, for a term not exceeding six months, or to both fine and imprisonment. R.S., c. 91, s. 36.

38. Every person who unlawfully disposes of, receives, buys or sells, or has in his possession without lawful cause, or refuses to deliver up when thereunto lawfully required, any horse, vehicle, harness, arms, accoutrements, clothing or other thing used for police purposes, shall, on summary conviction, be liable to a penalty of double the value thereof, and to a further penalty not exceeding twenty-five dollars, and in default of payment forthwith to imprisonment for a term not exceeding three months. R.S., c. 91, s. 37

**39.** Every person who, by concealing the fact of his having been dismissed from the Force, or by false or forged certificates or false representations, obtains admission into the Force, or obtains any pay, gratuity or pension, shall, on summary conviction, be liable to a fine not exceeding eighty dollars, or to imprisonment, with or without hard labour, for any term not exceeding six months, or to both fine and imprisonment. R.S., c. 91, s. 38.

**40.** Whenever, during his engagement, any member of the Force has been imprisoned for more than one month for any offence, or has been absent through desertion, the period of his imprisonment or desertion shall not be reckoned as service; and upon the expiry of the term for which he had engaged to serve in the Force, he shall continue to serve for a period equal to the period of such imprisonment or desertion, or both. R.S., c. 91, s. 39.

**41.** Whenever, during his engagement, a member of the Force has been imprisoned for an offence, such term of imprisonment shall not be deemed to be abridged or to cease in consequence of the expiry, pending such term of imprisonment, of the term during which the offender had engaged to serve in the Force. R.S., c. 91, s. 40.

**42.** In all cases of imprisonment under sentence, the pay of the offender shall be forfeited during the period of imprisonment suffered. R.S., c. 91, s. 41.

**43.** All fines and sentences of imprisonment, together with the record of investigation, shall be forthwith reported to the Commissioner, or, in case of his absence, to the assistant commissioner, by whom they may be mitigated or reversed, in his discretion. R.S., c. 91, s. 42.

## PART II

### OFFICERS' PENSIONS

**44.** An officer who is retired compulsorily for any cause other than misconduct or inefficiency after ten years' service, shall be entitled to a pension for life, not exceeding one-fiftieth of the pay and allowances of his rank or permanent appointment at the time of his retirement for each completed year of service. 1919, c. 69, s. 12.

**45.** An officer who retires voluntarily after twenty-five years' service shall be entitled to a pension for life, twenty per centum less than he would be entitled to if he were retired compulsorily. R.S., c. 91, s. 44.



**46.** An officer who retires voluntarily after thirty-five years' service shall be entitled to the same pension as if he were retired compulsorily. R.S., c. 91, s. 45.

**47.** No addition shall be made to such pension for any service beyond thirty-five years.

**2.** If the service has not been continuous, the period or periods during which such service has been discontinued shall not be counted. R.S., c. 91, s. 46.

**48.** In the case of an officer who prior to his appointment in the Force has served as a non-commissioned officer or constable in the Force or in the Dominion Police, the time during which he has so served may be included in his term of service or be computed as service for the purposes of this Part, subject to the provisions of the next following section.

**2.** Time served in the Civil Service of Canada which could be reckoned for the purposes of Part I of the Civil Service Superannuation and Retirement Act may in like manner be included in the term of service for the purpose of this Part.

**3.** Time served in the Civil Service of Canada during which Part II of the Civil Service Superannuation and Retirement Act applied to the person serving and during which the reservation of five per cent was made out of his salary as required by section twenty-seven of the said last-mentioned Act may in like manner be included in the term of service for the purpose of this Part.

**4.** Subsections one and three of this section shall be construed and applied with relation to officers in the Force on the nineteenth day of July, one thousand nine hundred and twenty-four, as if the same had been enacted on the first day of February, one thousand nine hundred and twenty. R.S., c. 91, s. 47; 1924, c. 66, ss. 2, 3 and 4.

**49.** A deduction towards making good the pensions aforesaid shall be made from the pay of every officer at the rate of five per centum per annum on such pay; but such deduction shall not be made during more than thirty-five years of service.

**2.** If an officer becomes entitled to a pension, and the deduction from his pay provided for in this section has not been made for as great a number of years as that upon which his pension is based, the aggregate amount of pay received by him during the years for which no such deduction has been made shall be divided by the number of such years for the purpose of ascertaining the average pay of such officer during such years, and a yearly deduction amounting



to five per centum upon such average pay shall be made from the pension of such officer, and such deduction shall continue to be made until the expiration of the number of years last mentioned or the cessation of the payment of the pension, whichever shall first happen: Provided that if the officer thinks fit, the deficiency in deduction may be made good by him in one payment.

3. The sums deducted under this section shall form part of the Consolidated Revenue Fund of Canada. R.S., c. 91, s. 48.

**50.** If any officer is constrained, from any infirmity of body or mind, to quit the Force before a period at which a pension might be granted to him, the Governor in Council may allow him a gratuity not exceeding one month's pay for each year of his service.

2. If any such officer is so constrained to quit the service before such period by reason of severe bodily injury, received without his own fault, in the discharge of his public duty, the Governor in Council may allow him a gratuity not exceeding three months' pay for every two years' service. R.S., c. 91, s. 49.

**51.** If an officer is retired to promote efficiency or economy in the service, the Governor in Council may grant him such gratuity as he would have been entitled to if he had been retired in consequence of permanent infirmity of body or mind. R.S., c. 91, s. 50.

**52.** Subject to the provisions hereinafter contained, the Governor in Council may, as to him seems fit, grant a pension to the widow and a compassionate allowance to each of the children of any officer who, having completed ten years' service, was at the time of his death on full pay, or who, having completed ten years' service, is at the time of his death in receipt of a pension. 1919, c. 69, s. 13; 1919 (2nd session), c. 28, s. 2.

**53.** Such pension or compassionate allowance shall not be granted

- (a) if the applicant is unworthy of it;
- (b) if the applicant is already wealthy;
- (c) if the officer married after retirement;
- (d) if the officer was at the time of his marriage over sixty years of age;
- (e) in the case of an officer who married after the first day of July, one thousand nine hundred and two, if he was more than twenty-five years older than his wife;

(f) if the officer died within one year after his marriage, unless he was manifestly in good health at the time of his marriage, and his death was caused by disease or injury not due to causes within his own control, and there are no other objections to the granting of the pension or compassionate allowance. R.S., c. 91, s. 52.

**54.** The pension of a widow shall be,

- (a) if her husband was at the time of his death on full pay, an amount equal to one-half of the pension to which he would have been entitled if he had been retired compulsorily immediately before his death; or
- (b) if he was on pension, an amount equal to one-half of such pension. 1919, c. 69, s. 14.

**55.** The compassionate allowance to a child shall be,

- (a) in the case of the Commissioner or an assistant commissioner, eighty dollars;
- (b) in the case of a superintendent or surgeon, seventy dollars;
- (c) in the case of an inspector, assistant surgeon or veterinary surgeon, sixty-five dollars.

2. If the child is motherless and in great need, the allowance may be doubled. R.S., c. 91, s. 54.

**56.** The total amount paid to the widow and children of an officer during any year shall not exceed the amount of the pension of which the officer was in receipt, or to which he would have been entitled, as the case may be. R.S., c. 91, s. 55.

**57.** A widow's pension or a child's compassionate allowance shall be discontinued if such widow or child becomes unworthy of it, or becomes wealthy.

2. If the widow remarries, her pension shall be suspended from the day following that of her remarriage; but in the event of her again becoming a widow, her pension may be restored, if she is otherwise qualified.

3. If, through her own neglect or omission, the claim of a widow to pension is not established before her death, the amount of pension which she might have received, if living, shall not be allowed to her representatives. R.S., c. 91, s. 56

**58.** The compassionate allowance to an officer's child shall cease when such child, if a son, reaches the age of eighteen, and when such child, if a daughter, reaches the age of twenty-one or marries R.S. c. 91, s. 57.

**59.** Pensions and compassionate allowances to officers' wives and children shall be paid from the day following that of the officer's death to the thirtieth day of June next ensuing; and subsequent payments shall be made quarterly in advance from the first day of July in each year. R.S., c. 91, s. 58.

**60.** No pension or compassionate allowance shall be granted unless the Treasury Board reports that the person to whom it is proposed to grant it is eligible within the meaning of this Part. R.S., c. 91, s. 59.

**61.** This Part shall apply, instead of the Civil Service Superannuation and Retirement Act,

(a) to every officer appointed to the Force after the first day of July, one thousand nine hundred and two;

(b) to every officer in the Force who is not subject to the provisions of Parts I or II of the Civil Service Superannuation and Retirement Act;

(c) to every officer in the Force on the first day of July, one thousand nine hundred and two. R.S., c. 91, s. 60; 1919, c. 69, s. 16.

**62.** Any deduction made from the pay of an officer towards the Civil Service Superannuation Fund or the Civil Service Retirement Fund may if such officer so elected to accept the provisions of the Mounted Police Officers' Pension Act, 1902, be counted as part of the five per centum deduction required by the provisions of this Part towards making good the pensions aforesaid. R.S., c. 91, s. 61.

**63.** Part I or Part II of the Civil Service Superannuation and Retirement Act, as the case may be, shall continue to apply as heretofore to officers who are not subject to the application of this Part. R.S., c. 91, s. 62.

**64.** Nothing in this Part contained shall affect the right of the Governor in Council to dismiss or remove any officer. R.S., c. 91, s. 63.

### PART III

#### CONSTABLES' PENSIONS

**65.** When any constable has completed a service of twenty years, the Commissioner may, with the approval of the Governor in Council, require him to retire upon the terms as to pension prescribed by this Part. R.S., c. 91, s. 65.

**66.** Subject to the provisions of this Part, every constable who has completed not less than ten years' service and is incapacitated from the performance of his duty by infirmity of mind or body, may be granted a pension for life, or if he has completed not less than twenty years' service, shall be entitled to retire and receive a pension for life.

2. Any constable who receives a pension before he has completed twenty years' service shall be subject to return to service, as provided by this Part, if he ceases to be incapacitated.

3. The pension of a constable shall be,

(a) if he has completed ten but less than twenty-one years' service, one-fiftieth of his annual pay and allowances for every year of service;

(b) if he has completed twenty-one but less than twenty-five years' service, an annual sum equal to twenty-fiftieths of his annual pay and allowances, with an addition of two-fiftieths of such pay and allowances for every completed year of service about twenty years;

(c) if he has completed twenty-five years' service, an annual sum equal to thirty-fiftieths of his annual pay and allowances, with an addition of one-fiftieth of such pay and allowances for every completed year of service above twenty-five years: Provided, that the pension shall not exceed two-thirds of his annual pay and allowances at his retirement. 1920, c. 18, s. 2.

**67.** For the purpose of estimating any pension under this Part,

(a) if the service has not been continuous, the period or periods during which such service has been interrupted shall not be counted;

(b) neither working pay nor extra pay of any man shall be considered.

R.S., c. 91, s. 67; 1919, c. 69, s. 19.

**68.** No pension shall be granted to any constable unless a board composed of three officers, the rank of one of whom shall not be less than that of superintendent, has certified to his length of service and conduct, and that other evidence has been adduced before it which justifies the granting of a pension under this Part. R.S., c. 91, s. 68.

**69.** Before a pension is granted to a constable, who after having served for less than twenty years, retires on the ground of his being incapacitated by infirmity of mind or body for the discharge of his duty, a medical board com-



posed of the senior surgeon of the Force and two other legally qualified medical practitioners shall certify that such constable is so incapacitated, and that the incapacity is likely to be permanent.

2. Until the liability of a constable to serve again ceases, he shall, when required, furnish satisfactory evidence certified by a legally qualified medical practitioner that such incapacity continues. R.S., c. 91, s. 69.

70. In the event of such incapacity ceasing before the expiration of such time as would, together with the period of service prior to his retirement, make up a period of twenty years, the constable shall be liable to serve again in the Force; and if, before the expiration of the said time, he declines so to serve, or if, when serving again, he neglects to perform his duty satisfactorily, being in a competent state of health, he shall forfeit his pension. R.S., c. 91, s. 70.

71. If a constable fails or refuses, when required, to be examined by a legally qualified medical practitioner, the Commissioner shall have the same power of requiring such constable to serve again, and with the approval of the Governor in Council, of declaring forfeited the pension of such constable, as he would have under the foregoing provisions of this Part, if satisfied by the evidence of a legally qualified medical practitioner that the incapacity of such constable had ceased. R.S., c. 91, s. 71.

72. A constable so serving again shall be entitled to retire at the same time as he would be entitled to retire if the time which elapsed between his retirement and the renewal of his service were service.

2. The time so elapsed shall not be reckoned as service in calculating his pension on his retirement. R.S., c. 91, s. 72.

73. When a pension is granted to a constable on account of infirmity of mind or body, and such infirmity is certified by a medical board constituted as aforesaid to have been brought about or been contributed to by his own default, or by his vicious habits, and such constable, but for such default or habit, is entitled under this Part to a pension of a fixed amount, the Governor in Council may grant to him a less amount of pension than the said fixed amount to which he would otherwise have been entitled. R.S., c. 91, s. 73.

74. A pension to a constable under this Part shall be granted only upon condition that it becomes forfeited, and may be withdrawn,



- (a) if the grantee is convicted of any indictable offence;  
or
- (b) if the grantee knowingly associates with thieves or suspected persons; or
- (c) if the grantee refuses to give to the police any information and assistance in his power for the detection of crime, for the apprehension of criminals, or for the suppression of any disturbance of the public peace. R.S., c. 91, s. 74.

**75.** Every constable who obtains any pension under this Part by any false representation or false evidence, or by personation, by malingering or feigning disease or infirmity, or by maiming or injuring himself, or causing himself to be maimed or injured, or otherwise producing disease or infirmity, or by any other fraudulent conduct, is guilty of an offence, and liable, on summary conviction, to imprisonment, with or without hard labour, for a period not exceeding twelve months, or to a fine not exceeding one hundred dollars, and shall forfeit the pension obtained. R.S., c. 91, s. 75.

## APPENDIX II

## ORDER FOR LAYING OUT KIT FOR INSPECTION

*Dress:* Felt Hat, Scarlet Serge, Breeches, Field Boots, Jack Spurs, side arms, Rifle.

On Pegs: Fur Coat and Pea Jacket.

On Bed: Bed Rug and one pair of blankets.

To be laid out for inspection on bed:

1. Cap, Cloth and Cover.
2. One pair of Breeches.
3. Towel.
4. Two pairs of blankets, rolled in three folds each and doubled.
5. Two Sheets, Cotton, rolled in three folds each and doubled.
6. One shirt under.
7. One shirt, over, with two collars and tie on the top.
8. One pair of drawers.
9. One pair of Field Trousers, duck.
10. Jacket Brown Serge.
11. Field Jacket, duck.
12. One pair of Mitts, Skin.
13. One pair of Mitts, wool.
14. One sheet, canvas, with one pair of blanket straps on the top.
15. One pair of Gauntlets.
16. One pair of Gloves.
17. Haversack.
18. Waterproof sheet, folded with the following articles on the top.
  - One Brush, Cloth.
  - One Brush, Hair.
  - One Brush, Boot.
  - One Brush, Button.
  - One Comb.
  - One Burnisher.
  - One Button Brass.
19. Two pairs of socks.
20. One pair of stockings.
21. One pair of Boots short.
22. One pair of Moccasins.,
23. One Dunnage Bag.
24. One kit bag.
25. One slicker.
26. One Fur Cap.

(See illustration on next page.)



ORDER FOR  
LAYING OUT KIT FOR INSPECTION

# DIVISIONS OF THE HORSE'S BODY.

## THE HEAD.

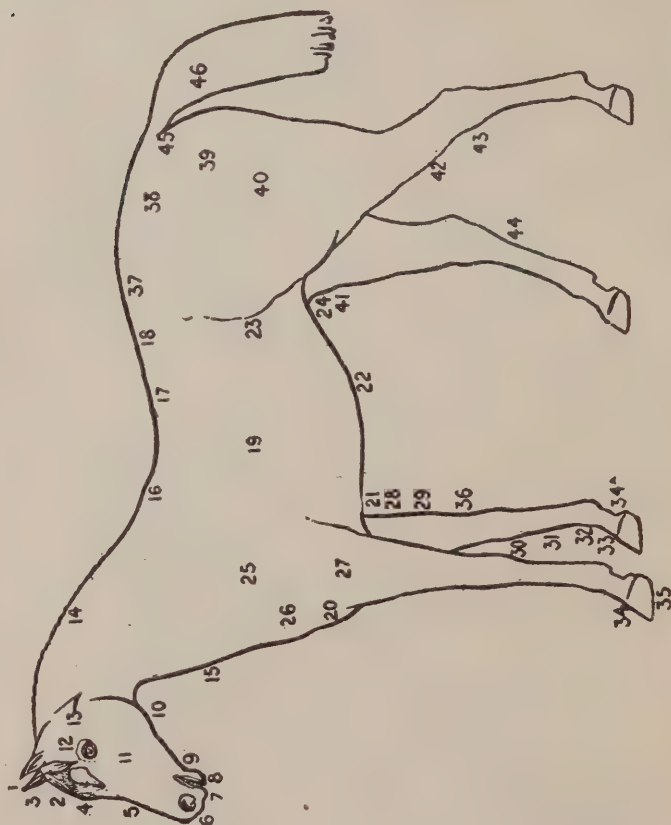
1. Nape of Neck or Poll.
2. Forelock.
3. Ears.
4. Forehead.
5. Face.
6. Nostril.
7. Upper Lip.
8. Under Lip.
9. Place for the curbchain.
10. Lower Jaw.
11. Zygomatic ridge.
12. Hollow above the Eye.
13. Maxillary Joint.

## THE NECK.

14. Mane or Crest.
15. Lower part of neck or throat.

## THE TRUNK.

16. Withers.
17. Back.
18. Loins.
19. Side of Chest.
20. Breast.
21. Floor of Chest.



27. Arm.
28. Elbow.
29. Fore-arm.
30. Knee.
31. Shank or Canon-bone.

32. Fetlock-joint.
33. Pastern.
34. Coronet.
- 34a. Heels.
35. Hoof.
36. Chestnut.

## THE CROUP and HINDS LIMBS.

37. Haunch.
38. Croup.
39. Hip-joint.
40. Upper Thigh.
41. Stifle.
42. Lower Thigh.
43. Hock.
44. Chestnut.

The descriptions from the Hock downwards are the same as in the Forelimbs.

## THE TAIL.

45. The Root of the Tail or Dock.
46. The Hair of Tail.

## THE FORE LIMBS.

25. Shoulder.
26. Point of Shoulder.

22. Abdomen.
23. Flanks.
24. Sheath or Prepuce.

## APPENDIX IV

### Care of Horses, Training, Saddling, Grooming, Shoeing, Etc., Etc.

Great importance should be attached to a proper system of stable discipline being established and maintained. It is upon such system that the health and condition of the horses and therefore the efficiency of the Force depends.

Stable orderlies are to be told off to take charge of the stables during the day. They come on duty to relieve the night guard. Their duties are to keep the stables clean, and to prevent the horses injuring themselves and each other.

Officers should take every opportunity of studying cases of sick horses, when under treatment by the veterinary staff, so that in cases of emergency they may know how to act. They should also study the anatomy of a horse's foot, and pay particular attention to the shoeing of horses under their charge.

All horses should be trained to stand fire, and should be kept familiar with the sound of fire arms, and to stand with reins overhead.

Attention is directed to the necessity of all horses having daily exercise, more especially during cold weather, as it is then that the disease known as "Asoturia" is liable to occur. This disease is due to excessive nutritive matter in the blood, is generally fatal, but can be avoided by even a moderate amount of daily exercise.

Horses showing signs of any infectious or contagious disease, must at once be isolated, and the matter reported to the Commanding Officer.

Unless for pressing or urgent reasons, horses on patrol duty should be ridden at a pace not to exceed 7 miles per hour.

### Care of Horses.—The Remount

Too much care cannot be taken in the handling of remounts. They should be detailed to men who are naturally fond of horses. Kindness and firmness are absolutely necessary in the handling and training of young horses.

A remount should be placed between two old horses in the stable and not placed beside another. During the day, except at stable hours, and when at exercise, the remount should be turned about in the stall and tied to the post and a mouthing bit put in his mouth. A horse well handled in the stable is half broken.



### **Saddling**

A remount should be saddled either in the riding school or the corral. The horse should be first well longed and then brought beside a quiet horse, the blanket being placed gently on and then the saddle. He should be cinched very quietly, and not too tight and then induced to follow the trained horse.

The following day he will be again saddled in the same manner, longed, and a quiet good rider will then mount him. Another man riding the trained horse, the remount will follow, probably, without giving trouble.

A remount should not be encouraged to "buck" by either the application of the whip or spur, as new horses often acquire bad habits through the rider's desire to afford spectacular exhibitions.

The remount will then be taught to turn to the right or left so that he may obey the feeling of the rein or the pressure of the leg. In succession he will be taught the proper paces: walk, trot and gallop, to rein back and to passage.

The greatest care must be observed in having the remount stand perfectly still for mounting and dismounting, as there is no habit so easily acquired as that of a young horse moving as soon as he feels a man's foot in the stirrup. All young horses must be trained to stand fire. The remount should be taken to the school or corral and a man posted some 20 yards from him with rifle and blank ammunition. The rider will dismount, and after each round is fired will make much of the animal, and give him some oats or piece of sugar. The man firing will approach nearer the horse after each round is fired until he is alongside, when he will mount and fire from that position. Horses should be frequently practised in this to accustom them to the sound of fire arms.

### **Standing with reins on the ground**

This requires a pair of split reins about 5 or 6 feet long, the near rein is tied around the horse's pastern, the off rein dropped loose on the ground.

If the horse attempts to move off, he will receive a short "jab" in the mouth from the bit. After a few lessons both reins may be dropped on the ground, when the animal will probably stand steady.

### **Teaching a horse to lie down**

This requires a good strong pair of knee caps, and a rope about 12 feet long with a running noose, covered with leather to prevent burning the pastern. The knee caps

are to be put on if the ground is hard. The noose of the rope is placed around the off fore pastern and brought to the near side around the horn of the saddle. The near fore leg is then strapped up. The man takes his position on the near side, he will take the rope in his right hand, and tap the horse with his whip on the off fore leg, using the words "lie down." As the horse moves, he will pull the rope, which will bring the animal on his knees. After a slight pause, he will take hold of the off rein and the horn of the saddle, and pull the horse over on his near side. Should the horse attempt to rise, he will pull his head up towards the saddle with the off rein. After this has been repeated a few times, the strap can be omitted and only the rope used to pull the foot up when the leg is tapped. As soon as the horse will lie down without the use of the rope, the rider can then mount, and by tapping the horse on the leg with the whip, he will lie down.

It is good practice, after horses have learned to lie down, to fire blank ammunition over them.

### **Feeding**

It should be borne in mind that the appearance and condition of a horse speaks for itself. Horses well looked after testify to that fact.

The importance of the regular feeding of the horses is impressed upon officers, N.C. Officers and men. Horses should be given soft feed once a week with a little salt added. Horses from off patrol duty should only be fed hay and at least one hour should elapse before they are fed grain. A little bran or chaff added to the oats will be found of great benefit, as it compels mastication.

### **Watering**

Care should be taken that horses are not watered while in a heated condition and about to be stabled. All horses should be watered at least three times a day and advantage taken when on patrol, to water them when opportunity affords.

### **Grooming**

N.C. Officers and Constables will be held responsible that the horses of the detachments are at all times well groomed, clean, and in good condition. The importance of regular grooming cannot be overestimated, particularly after a horse has returned from long patrol duty.

Horses arriving from patrol should be brought in as cool as possible, if sweating badly they should be wiped

and dried off, and if necessary, led about to enable them to cool. Horses in that condition, allowed to stand, are liable to founder. Saddles must be allowed to remain on for a short time when horses are warm with the girths loosened. When a patrol party has halted for meals or other purposes, and it is necessary to piquet the horses, the saddles are to be removed and the saddle blankets strapped on the horses' backs to prevent blistering from the sun.

### Method of Grooming

1. Pick out feet from near side, at same time examine shoes.

2. Heads about, remove halters, heads, necks and fore-quarters groomed, manes and foretops brushed out.

3. Turn about, tie up, groom near side, commencing behind the shoulder, finishing on near hind leg, brush out tail, groom off side, commencing same as near, finishing on off hind leg.

4. Curry comb not to be used on mane or tail, and only very light on the body. It is for cleaning the brush and not the horse.

5. Finish with damp whisp or cloth.

6. During summer months, nostrils, eyes and docks must be sponged out.

7. Stable halters should be kept clean and frequently washed.

Horses' backs are to be dried at once if still wet when saddles are removed.

In wet weather particular care must be taken in the drying of horses' heels.

The following rules relative to the care, etc., of the tails, manes, forelocks and fetlocks of horses are to be observed:—

1. Tails, manes and forelocks are to be regularly brushed out, especially at the roots, with a horse brush, to keep them clean, and then combed underneath with a mane comb to take out the loose and superfluous hair.

2. The tails are to be switched to give the horses a good appearance, but not to be so thinned out as to destroy its use for keeping the flies off. A mane comb should be used to switch the tail.

3. The manes should not reach lower than two-thirds down side of neck, and centre of forelock not more than three inches below the brow band. The manes of officers' horses must be trained on the offside, and troop horses on the near side of neck. Team horses on the outside, viz: Near horses' mane on near side; off horses' mane on off side.

4. The fetlocks are to be clipped every spring when the weather has settled and is warm enough to insure that no injury will result.

5. Heels must be cleaned and dried when the horse returns to the stable.

### **Saddling**

The blanket must be neatly folded, first lengthwise, and then in three folds, with the rough edge uppermost and to the rear.

Care must be taken that there are no wrinkles and that the blanket is well lifted up to the fork of the saddle, so that there will be no pressure on the withers, this also admits of a current of air passing under the blanket. Blankets must be brushed daily when in use and frequently washed.

### **The Saddle**

The saddle to be placed on the horse's back, so that the front part of the skirt is about the breadth of a hand behind the play of the shoulders. Cinching should be done gradually. When fastened, the front cinch should admit one finger between it and the horse's belly, and the hind cinch the flat of the hand. Too tight cinching is often the cause of a horse playing out. After the first three or four miles on the trail, a man should dismount, look around his horse, and if necessary tighten his cinches.

### **The Bit**

The bit should be placed in the horse's mouth so that the lower edge of the bar should be about one inch above the tusk of a gelding, and in a mare, two inches above the corner tooth.

### **The Curb**

The curb should admit two fingers easily between it and the horse's jaw.

### **Shoeing**

The object of shoeing horses is to protect the foot from wear while the animal is being used on roads and during the winter season by the addition of caulks to the shoes, the animal is given surer footing than he otherwise would have.

It being impossible to shoe a horse in the customary way, without causing more or less damage to the hoof, our aims should be to minimize the damage, and at the same time to ensure to the animal ease and comfort when travelling.



To obtain the best results, a few simple rules should be followed, in dealing with the care of the hoof and shoeing.

Regarding the care of the foot, cleanliness is of extreme importance. The habit of picking up the foot and examining it every evening should be formed, picking out any dirt that may have collected every day, and should any mud be found adhering to the foot, it should be washed off. By following this rule, a loose nail, a broken or twisted shoe, or a picked up nail or stone is discovered before any great damage is done.

To maintain the natural shape of the hoof, anything having a tendency to cause inflammation of the sensitive structures should be carefully avoided, such as fast work on hard roads, an unlimited supply of water, or a feed of grain when the animal is in a heated condition, cutting away the frog, and thus depriving the animal of what nature intended should break the concussion when the foot is brought into contact with the ground, removing the bars, nature's buttress for keeping the heels in proper condition, paring the sole so thin that any hard substance which it may strike would cause a bruise.

Horses that are used on hard dry roads, and while in the stable stand on boards, should have moisture applied to the feet in some form. This can best be done by standing them twice or three times a week on clean wet clay, or by the use of the soak tub (a good tub can be made from an oil barrel cutting it off to give a depth of six or eight inches inside), standing the animal with its fore feet in this in a couple of inches of water two or three times a week for half an hour at a time.

Horses suffering from very hard and dry feet should have them frequently packed with linseed meal at night. Wet clay will also be found beneficial.

### **Removing the Shoe**

After the clinches are cut, the nails should be drawn out one by one. Wrenching the shoe off without drawing the nail should not be permitted.

### **Preparing the Foot for the Shoe**

The first consideration is to get a level bearing, and this can best be done by use of the rasp, care being taken to maintain the foot at its proper angle. Should the toe be unduly shortened, or the heels too much lowered, an un-



due strain is put upon some particular set of ligaments and tendons, and the animal is forced to travel at an unnatural gait.

Exfoliating or semi-detached horn may be removed by the knife, not enough, however, to remove all traces of exfoliation. The branches of the sole in the angle between



The foot ready for the shoe, showing frog and bars as they should be left.

the bar and the wall should be left a little lower than the wall, so as not to be pressed upon by the inner web of the shoe.

The frog and bars must not be touched with the knife. To prevent breaking away, the sharp lower border of the wall may be slightly rounded off with the rasp.

### **Fitting the Shoe**

The upper or bearing surface of the shoe, the part that comes in contact with the sole, should be perfectly level, and the outer margin should conform in shape to the outer edge of the wall, and should be so set that rasping the wall after the shoe is nailed on is unnecessary. The practice of setting the shoe in from the outer edge of the wall and then rasping the wall down to the shoe, should not be tolerated.

Hot fitting may be allowed if not carried to extremes. A slight touch is all that is necessary to indicate where there is any unevenness of the foot, and which can be taken off with the rasp.



Right fitting



Wrong fitting

Holding a red hot shoe to a horse's foot for any length of time is very injurious, as it destroys a very large amount of the natural moistures.

### Nailing on the Shoe

In performing this part of the operation, care must be taken to see that nails of a proper size and just sufficient in number to insure the holding of the shoe in place are used, and that the shoe is not heavier than is absolutely necessary. Front shoes for our saddle horses should not weigh over one pound, with the hind ones of a proportionate weight. The nails should not be larger than No. 5. Winter shoes are about the same weight, and little need be said regarding them, as the foot is prepared and the foot set in the same manner as for summer shoes. One point, however, regarding the caulking may be mentioned as anything that will in any way lessen the danger of a horse injuring himself with the caulks is worth noticing. The hind caulks, instead of being chisel shaped as they generally are, should have a square base, with a dull diamond-shaped point.

For healthy natural feet, the shoes should be set once a month.

After the shoe is nailed on, the point of the nail twisted off the lower part of the clinch should be thinned down so that it will lie close to the wall. After the clinch has been tapped down, no further rasping should be permitted.

## **Symptoms and Treatment, minor Injuries and Ailments in Horses**

### **LAMINITIS OR FOUNDER**

**Definition.**—An inflammation of the sensitive structures of the foot. Three forms are recognized, viz.: Acute, sub-acute and chronic. The acute and chronic are those which will be dealt with here.

**Symptoms of acute laminitis.**—The animal stands with the fore feet pointed forward and the hind feet placed well under the body for the purpose of throwing the weight upon the latter, *i.e.*, when the fore feet are the seat of the disease, which is usually the case. The pulse is hard and rapid, the breathing panting, nostrils dilated, sweats bedew the body, temperature raised, appetite impaired, if not an absolute refusal of food, whilst thirst is very much increased. In some cases the animal will lie down and continue in the recumbent position when the acuteness of the symptoms will in a great measure subside. In other cases the animal will persist in standing.

**Causes.**—Hard riding or driving, more especially in warm weather, allowing an animal to stand in a draught when overheated, feeding grain and giving large quantities of cold water when the animal is warm, driving through water when heated, bathing the legs in cold water, purgative medicine and occasionally laminitis will occur as a sequel to other diseases of an inflammatory character.

**Treatment.**—Give the animal as large and roomy a stall as can be secured, with plenty of bedding, with the idea of getting him to assume the recumbent position. First, apply warm and then cold water swabs to the feet, give two ounce doses of nitrate of potash (saltpeter) in drinking water three times daily. Feed small quantities of good hay and bran mashes.

**Chronic laminitis.**—This affection comes on gradually, and is usually seen in horses that have been used at fast work, either riding or driving. The feet become contracted, lose their natural shape and become hard and brittle, while the action becomes more or less stilty. Careful attention to the shoeing and keeping the feet moist by soaking. The use of rubber pads gives relief by lessening concussion.

## SPRAINED TENDONS

*Causes.*—Severe exertion, fast work over uneven ground, more especially if animal is exhausted. Careless riding or driving increases the liability to such an accident.

*Treatment.*—Rest, showering with cold water in hot weather or bathing in warm water, hand rubbing, bandaging and the application of liniment. Have shoe raised a little at heel to relieve strain.

## SORE BACKS

*Causes.*—Badly fitting saddles, unevenness on some part of the bearing surface, accumulation of dirt on and wrinkles in saddle blankets, careless riding, riding with short stirrups, thus throwing the weight to back of saddle, drawing the saddle blanket in adjusting it against the hair, over-tight clinching.

*Treatment.*—If the skin is unbroken or abraded, bathe the swelling with cold water and apply a compress soaked with white lotion to the part. A piece of an old cotton sheet folded two or three times so that it just nicely covers the part, leaving it of equal length of both sides, answers the purpose. This can be kept in place during the daytime by means of two or three thicknesses of sheet lead such as comes out of tea boxes laid over the cotton.

When the skin is broken or rubbed, the part should be washed clean with warm water to which a little carbolic acid has been added and soap. Then apply a linseed poultice, the poultice to be made with water containing carbolic acid. The poultice should be left on for about six hours, and when removed the wound should be treated with white lotion, applying the lotion three or four times a day. When a scab has formed zinc ointment should be applied.

Horses suffering from sore backs should not be used if possible to avoid it, but where it is impossible to put them off duty, provision should be made to relieve the injured part from pressure of the saddle. This can best be done by cutting a hole in the saddle blanket or numnah where it bears upon the wound, or by folding the blanket so that the weight comes on the extra fold.

*Prevention.*—Well fitting saddles, perfect cleanliness, see that no tacks are sticking out and that the lacing is smooth and drawn tight, to prevent abrading the skin. Have the saddle blanket folded and placed on the back so that there will be no creases or wrinkles. Always draw the blanket with the direction of the hair, *i.e.*, from before backwards. Do not cinch too tight; ride slowly the first mile, then dismount, examine and adjust cinches.



Upon returning the horse to the stable, cinches should be loosened and the saddle allowed to remain on the horse's back for half an hour. After removal, examine the back carefully to see if bruised or abraded.

#### CRACKED HEELS

In the earlier stages of this troublesome affection a linseed poultice will be found to be beneficial, afterwards using the white lotion, or dusting the parts with oxide of zinc.

Cleanliness, regularity in feeding, and exercise are the best means of prevention.

#### SORE SHOULDERS

*Causes.*—Dirt, ill-fitting collars. Collars may be perfect so far as shape and make are concerned, but if too large or too small, or do not conform to the shape of the horse's shoulders, the result will be abrasions.

Uneven draught, due to a difference in the length of the tugs, or having one tug raised a little higher than the other, and putting young horses to too hard work before the shoulders become hardened, are fruitful sources of this trouble.

*Treatment.*—The same treatment as that applied to sore backs will answer. Cold packs may be kept in place by the collar, running the tugs through the breeching to keep the collar in place. Care must be taken, more especially in warm weather, to keep the collar and shoulders perfectly clean.

If it is found that the collar is bearing a little too hard on any particular spot, it may be remedied by pounding that particular part down with a piece of wood or a mallet. Pressure can also be relieved by cutting a piece out of an old collar pad.

After a long or hard trip the collars should be left on until the horse has cooled out.

#### WOUNDS

Stop excessive bleeding by applying pressure, plugging with absorbent cotton, and the use of cold applications. Foreign bodies, if any, such as splinters of wood, nails, etc., should be removed, and the wound thoroughly cleansed with soap and water in which a little carbolic acid has been added. If the wound is a gaping one, the lips should be drawn together with sutures. A large darning needle may be used in place of a surgeon's needle. Wounds in the feet such as are caused by nails, should be thoroughly cleaned out, and the wound opened up so that pus forming may



escape. The application of a linseed meal poultice in which a little carbolic acid has been added, will be found beneficial.

#### COLIC

*Causes.*—Change of feed, over feeding, green feed, cold water when in a heated condition.

*Symptoms.*—Pawing, lying down and getting up, rolling, picking at the abdomen, looking around toward seat of pain, pulse and respirations quickened. In severe cases animal will break out in sweat.

*Treatment.*—If colic mixture is not available, give a pint of raw linseed oil and 1 ounce of turpentine, repeating in two hours if pain is not relieved, with an addition of two ounces of laudanum.

#### EXHAUSTION

If extreme, a stimulant such as whisky or nitrous ether in two ounce doses in a pint of water should be given every four hours, or a quart of warm milk in which a couple of fresh eggs have been added, may be given with a couple of swallows of oatmeal and water every 15 or 20 minutes.

Friction to the body with rub cloths or a whip of hay, hand rubbing and bandaging the legs, tend to restore a tired horse to his normal condition.

#### Symptoms of Glanders

Discharge of dirty greenish, yellow matter from one or both nostrils, and very frequently a mucous discharge from one or both eyes. The discharge from the nostril drips and adheres around the opening. The submaxillary glands, found lying in the space between the lower jaws, will be found enlarged, hard and painful. When the skin is affected the disease is known as farcy. Small abscesses or boils break out on different parts of the body in this form of the disease.

In advanced cases of glanders, ulcers may be usually found on the lining membranes of the nostril. Great care should be taken in examining horses suspected to be suffering from glanders, as the disease is transmissible to man.

#### Don'ts

Don't start off at a rapid pace when going on a trip.

Don't forget to feed, water and groom your horse at regular hours.

Don't allow your horse to stand in a draught.

Don't give full drink of water or feed grain if horse is warm, an occasional swallow of water and a little hay will not hurt him.

Don't forget to finish the last mile of a trip at a slow pace; this will allow your horse to cool out gradually and thus enable you to feed and water sooner than if you brought him in warm.

Don't hurry your horse either up or down hill.

Don't ride or drive your horse through cold water if it can be avoided.

Don't forget to examine and readjust cinches if necessary after you have ridden half a mile or so.

Don't pull either saddle or blanket against the hair.

Don't forget to see that harness or saddle fits properly.

Don't forget to dismount and walk a short distance if your horse shows signs of exhaustion, it will do you both good.

Don't allow your horse to come in contact with another that has a discharge from the nose, or one that is scratching and biting itself.

Don't put your horse in a stable where you suspect that glanders or mange exists.

Don't forget to make the blacksmith believe that he knows all about horse-shoeing, and at the same time see that your horse is shod according to instructions.

In case of lameness, don't forget to carefully examine the foot.

Don't forget that your horse is just as sensitive as you are, and just as subject to aches and pains.

Don't forget that when you are entrusted with a horse that you are expected to give him the best of care and attention.

## APPENDIX V

### Inspection of Ration Meat

The beef is to be steer or heifer. The necks of the cattle to be cut off at the fourth vertebral joint and the breast trimmed down.

The shanks of the quarters to be cut off four inches above the knee joint, and hind quarters eight inches above the gumbil or hock joint.

Meat should be hung up for inspection, and care taken that the sex of the animal is as called for in the contract. Hind-quarters of bull beef can easily be distinguished from that of the steer by the absence of cod fat, and the meat will be of a darker colour and very close grained. The fore-quarters can be distinguished by the thickness of the crest and the depth of the breast, the bones are much larger than in the steer, and the meat of a darker colour.

Cow meat can be distinguished from that of the heifer by the size of the udder, which is very much larger in the cow and is soft and flabby to the touch, the udder of the heifer being small and firm. The fore-quarters of the cow can be distinguished from the heifer by the absence of fat on the pleura and brisket, and the thin diaphragm. The ends of the bone in the cow are brittle and hard, those of the heifer being covered with gristle and soft.

Hind-quarters which have had the udder removed should always be rejected.

In examining meat in hot weather as to its freshness, a skewer should be inserted just above the pelvic bone, and if the slightest taint is found, the meat should always be rejected.

The kidneys should also be examined, and the necks, where the vertebrae runs, as these are the first places that meat shows signs of being tainted.

All meats which show the slightest taint should be rejected.

## APPENDIX VI

### First Aid to Injured

#### Bleeding

*Bleeding* from a wound is either arterial, venous or capillary.

*In bleeding from a vein*, the blood is of a dark colour and flows in a slow, steady stream from the side of the opening farthest from the heart.

*In capillary bleeding*, the blood oozes from the entire surface, and not from any one point.

The application of cold water and pressure by a pad and bandage over the wound itself, with the limb raised to a higher level than the body, is usually sufficient to arrest these two forms of bleeding.

*In bleeding from an artery*, the blood is of a bright red colour and comes away in spurts or jets, from the side of the wound nearest the heart; and, when from a large artery, life may be destroyed in a few minutes, if the bleeding be not arrested. To do this, pressure should be made by a pad on the wounded vessel and a bandage firmly applied over it.

If the bleeding be more serious, compression of the artery between the wound and the heart may be effected by the fingers, or by the application of a tourniquet.

A tourniquet may be improvised as follows: A piece of coal or a stone is tied in the centre of a handkerchief, this pad is placed over the course of the blood vessel, which will be either the brachial or femoral artery as these are the only vessels upon which a tourniquet is ever placed. The handkerchief is kept in position by being loosely tied on the outer side of the limb, and a stick is then passed between the handkerchief and the skin. Several circular turns are then given to the stick, until by tightening the handkerchief, the pad is pressed upon the artery with sufficient force to arrest the flow of blood.

The free end of the stick should then be tied by another handkerchief to the lower part of the limb to prevent its becoming unwisted.

The tourniquet should be slackened occasionally as it might cause mortification if left on continuously for three or four hours.

The brachial artery may be compressed upon the inner side of the middle of the upper arm.

The femoral artery on the front surface of the thigh, slightly towards the inside, and about four finger breadths below the fold of the groin.

*In bleeding from the nose*, place the patient in a sitting position, and apply cold water to the back of the neck.

Vomiting of blood from the stomach is called hiematemesis and the blood is usually of a dark colour; whereas, coughing up blood from the lungs is called hæmoptysis, and the blood is then of a bright crimson colour.

Keep the patient perfectly quiet, in either case, in the recumbent position with the head raised, and give him small pices of ice to suck or swallow.

### Fractures

A fracture is a broken bone; may be simple or compound if the soft parts are torn through. Signs of fracture are pains, swelling, deformity, inability to use the part, unnatural mobility and crepitus or grating. Handle the limb gently to avoid converting a simple fracture into a compound one. Carefully attempt reduction of deformity by pulling gently and slowly in the line of the limb.

Apply splints around the limb to render the fragments immovable, the splints to extend beyond the joints above and below the fracture.

*If a leg is broken*, bind the injured leg to the sound one by another bandage or two, to give extra support in moving the patient.

*Fracture of ribs*.—If the hand is placed over the seat of injury, crepitus may be felt when the patient coughs. A broad bandage, about 6 inches wide, should be passed around the chest and fastened on the uninjured side. If there is perforation of the lung, there will be bleeding from the mouth, and blood-stained frothy sputa coughed up. No bandage in this case. Loosen braces, remove all impediments to free respiration and give patient ice to suck.

*Fracture of collar-bone*.—Put a pad in the arm pit and place the arm in a broad sling, supporting the elbow with another bandage over the arm sling to bind the arm to the side.

In fracture of the upper arm, a narrow arm sling should be used, but in fracture of the fore arm, a broad arm sling should support both the arm and elbow.

### Dislocations

There is deficiency of movement in connection with a joint, deformity and pain, but no crepitus.



First aid treatment is to support the limb in the position easiest to the patient until surgical aid is obtainable.

### Sprains

A stretching and tearing of the ligaments of a joint causing pain and swelling. The part is usually discoloured from the blood effused. Cover the joint with cotton wool and apply a bandage firmly. Keep the part at rest; if the upper limb, by supporting it in a sling, if the lower, by putting the patient to bed. Should the pain be great, apply an ice bag, or cold water, to the part, or if this cannot be borne, hot fomentations.

### Wounds

Extreme cleanliness should be observed in dressing wounds, the hands should be well scrubbed with hot water and soap, and afterwards, if possible, rinsed in an antiseptic solution, carbolic acid and water (1 part to 50, perhaps, being the best.)

Small incised wounds, after being well washed preferably with boiled water allowed to cool, may be dressed with some dry powder, such as boracic acid, the edges of the wound being brought together by a strip of plaster, or a coating of collodion, and then covered by a pad of clean rag or lint and a bandage applied.

If the edges of the wound are widely separated, they should be brought together by several stitches using a needle and silk or linen thread, which have been previously boiled.

If the wound be inflamed, a moist dressing should be employed. A piece of line, double thickness, saturated with warm water is laid on the wound. This is covered by a piece of oil silk or waterproof sheeting to overlap the lint about  $\frac{1}{2}$ -inch all round, then cover with cotton wool and keep in position with a bandage. The injured part should be kept at rest and, if in a limb, the latter should be elevated.

All bleeding should be arrested before the dressing is finally completed.

### Drowning

In removing the body from the water, allow the head to be on a slightly lower level so that the water in the lungs may drain away from the mouth. Send at once for medical help, hot water bottles, warm dry clothing and blankets, whilst you commence artificial respiration. The damp clothes should be removed and dry ones substituted

and bottles filled with hot water, wrapped up in flannel should be placed close to the limbs and trunk. Loosen everything about the neck, chest and abdomen. Clear the mouth and back of throat of all weed, dirt, &c. The tongue must be drawn forwards and held out of the mouth by the fingers covered with a handkerchief to prevent its slipping.

The patient is placed flat upon his back with some article of clothing placed between his shoulder blades so as to elevate the chest and assist in the gravitation of any fluid in the lungs towards the mouth, and then, with the head placed on one side the fluid is able to run away out of the corner of the mouth.

Go to the head of the patient, kneel down and grasp the arms of the patient just above the wrists; then draw them gently upwards in an extended position until they nearly meet above the head, thus dragging upon the breast muscles, elevating the ribs and simulating respiration. Keep the tongue well drawn forwards. The arms are to be kept in this position for about two seconds, then brought down upon the chest in a flexed position, and whilst pressure is made with the wrists upon the front of the chest, the elbows are turned inwards and pressed against the sides of the chest, thus the air is squeezed out and expiration effected. Repeat these measures alternately and deliberately about 15 times a minute until breathing begins to re-commence, which may be one or even two hours, and then proceed to induce warmth and circulation by rubbing the limbs upwards using handkerchiefs or flannels, but not the rough hand on the bare skin, for fear of chafing it. When the patient is sensible, and can swallow but not before, some warm tea, coffee, or brandy and water may be given. The patient should then be wrapped in warm dry blankets and put to bed.

### Burns and Scalds

Burns and scalds are likely to be attended with a considerable amount of shock, the severity of which will depend upon the extent of the surface implicated rather than upon the depth of the injury.

*Treatment.*—Remove the clothing very carefully by cutting the clothes, not pulling them off. Cover the surface with flour, or apply a mixture of olive oil and whiting, or carron oil (equal parts of linseed oil and lime water) upon strips of rags, then cover with a thick layer of cotton wool, with the object of excluding the air, keeping the dressing in place with a bandage.

### Shock

Shock is the constitutional disturbance caused by severe injuries such as extensive burns or severe crushing of limbs. The individual becomes cold and trembling, the pulse is irregular and hardly to be felt, the breathing is feeble and laboured, the surface of the body is cold and clammy, the mind depressed, and the patient is anxious and restless.

*Treatment.*—Place the patient in bed with the head low, wrapped up in warm blankets, and have hot water bottles wrapped in flannels applied to the feet and sides of the chest. Warm drinks, and a little spirit and water may be given.

### Concussion

Concussion or bruising of the brain substance may be caused by falls or blows on the head. The pupils of the eyes are generally contracted, the pulse feeble, breathing slow and sighing, and the surface of the body cold and pale. Restlessness and vomiting may precede returning consciousness and there is no paralysis.

*Treatment.*—Apply cold, such as an ice bag to the head, and warmth to the extremities. No stimulants. Remove only on a stretcher.

### Fainting Fits

Fainting fits occur from weakness or mental shock. The patient has flushes of heat and cold, and then a feeling of giddiness. The face and lips are pale, pulse and respiration almost imperceptible and he finally becomes insensible.

*Treatment.*—Lay the patient flat upon his back with the head low, and elevate the legs slightly. If it is impossible to lay the patient down as in a crowded room, place your hand at the back of his head and press it downward between his knees. Loosen clothing about the neck and chest and give him all the fresh air you can. Stimulants may be given in small quantities.

### Epileptic Fits

Epileptic fits are sometimes preceded by a sharp, sudden cry, the patient becoming insensible and convulsed. The eyes are staring or squinting, with the pupils equal in size, but they do not react to light. There is foaming at the mouth, the foam being streaked with blood from the tongue being bitten. After the fit the patient falls into a heavy sleep or stupor.

*Treatment.*—Place a piece of wood or a pad of linen between the teeth to prevent him biting the tongue. Place him on his back with the head slightly raised. Loosen every-

thing about the neck and chest and use only sufficient restraint to prevent the patient injuring himself.

### **Apoplectic Fits**

The patient usually falls down insensible with congested face and foaming at the mouth, snoring or stertorous breathing, and more or less paralysis of the body. The pupils are often unequal in size.

*Treatment.*—Place the patient flat upon his back with the head raised and loosen everything about the neck. Apply cold water or ice to the head and act upon the bowels by means of a purgative or by an enema if he is unable to swallow. *Never give stimulants.*

### **Compression**

Compression may be the result of blood or a portion of fractured skull pressing upon the brain. The symptoms are similar to those of apoplexy and the treatment is identical.

### **Sunstroke**

Sunstroke or heat-stroke occurs from undue exposure to heat when fatigued. The symptoms comprise a feeling of sickness, intense thirst, giddiness, dry hot skin, a quick pulse, and finally insensibility. Convulsions sometimes occur.

*Treatment.*—Remove the patient into the shade, and if in a room, into the open air. Undo all tight clothing about the neck and chest, keep the patient lying down with the head well raised, and douche the head, neck, chest and spine with cold water. *Do not give stimulants.*

### **Drunken Fits**

Drunken fits occur suddenly, but may not come on for some time after liquor is taken. The insensibility may merge from jovial stupidity to complete stupor. The pupils are equal in size and dilated, breathing slow but not stertorous, the skin cold and clammy.

*Treatment.*—Induce vomiting by tickling the throat with a feather, or by giving emetics (salt or mustard and water), keeping the head well turned to one side so that the vomited matter does not clog up the entrance to the larynx and cause suffocation. Apply friction to the surface of the skin and wrap the patient up in warm blankets.

### **Frost Bites**

The part assumes a bluish tinge, subsequently becoming white and cold and if not remedied, finally dies. Constitutionally, intense cold produces a feeling of heaviness and



stupor, with great disposition to sleep, which, if yielded to, terminates in coma and death.

*Treatment.*—Bring about reaction very gradually by rubbing the part with snow or cold water. Place the patient in a cold room without a fire, and give a small quantity of brandy and water. If insensible, use friction with flannel, and adopt artificial respiration.

### Sore Feet

Dip the feet in very hot water for a minute or two before starting out, then wipe them quite dry, then rub them with soap (soft soap is the best) until there is a lather, then put on the stockings. At the end of the day, if the feet are sore, they should be wiped with a wet cloth and rubbed with tallow and spirits mixed in the palm of the hand, or use hot salt and water at night, and add a little alum.

### Snow-blindness

Pain is often severe, with much watering of the eyes.

*Treatment.*—Rest the eyes and bathe them frequently with cold water. Wear smoke-coloured glasses which will effectually prevent snow blindness.

### Stretchers

In carrying an injured man on a stretcher, the bearers should not keep step, so that the patient may be carried steadily, and *not* sway from side to side. A stretcher is never to be carried on the shoulders for fear of the patient rolling off. When going up a hill with a laden stretcher, the head should be in front, and when going down hill, behind in order that the patient's head should not be dependent. The only exception to this rule is in the case of a broken leg or thigh, where the weight of the patient pressing downwards upon the broken limb would increase the suffering.

### Poisoning

*Narcotics* (Opium, morphia, ether, chloroform and hydrate of chloral). Emetics, if possible. Keep patient moving about continually. Throw cold water in his face; administer strong coffee, apply the galvanic battery and adopt every means in your power of keeping him awake.

*Strong acids.*—Lime water, chalk, or whitening in milk or water, salad oil, and then barley water.

*Caustic alkalis.*—Vinegar and water, lime, orange or lemon juice, salad oil, milk.



*Arsenic.*—Emetics, milk and raw eggs, salad oil, stimulants.

*Carbolic acid.*—Olive and castor oils, milk, artificial respiration, warmth and stimulants.

*Mushrooms.*—Emetic of common salt, castor oil one ounce, hot bottles to extremities.

*Strychnine.*—Emetics, 1 or 2 tablespoonfuls of powdered animal charcoal in water. Keep all quiet around patient, and support strength with beef tea and brandy.

### **St. John Ambulance Association Badges**

N.C.O's and constables who qualify annually may wear, when in uniform the St. John Ambulance Association official and recognized badge, to be worn on left arm above the elbow, also above service stars; on pea jacket small electro plate badge; on scarlet, blue or brown serge tunic, silk on cloth badge.

Those members of the force wishing to take advantage of the above will make application to their Officer Commanding (and produce certificates for perusal), said application to be forwarded to the Commissioner at Ottawa. Badges will be obtained from the St. John Ambulance Association and forwarded. The cost of the initial issue of these badges will be paid from the Fine Fund, but they are to be kept in good condition, and the cost of subsequent issues will have to be borne by the N.C.O. or Constable himself.

## APPENDIX VII

R.C.M.P.—RATION CALCULATOR, SINGLE SCALE, 1 TO 100

NUMBER OF RATIONS

ARTICLES	1	2	3	4	5	6	7	8	9
	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.
Beef.....	1 8	3 0	4 8	6 0	7 8	9 0	10 8	12 0	13 8
Bacon or Corned Beef.....	1 0	2 0	3 0	4 0	5 0	6 0	7 0	8 0	9 0
Bread.....	1 8	3 0	4 8	6 0	7 8	9 0	10 8	12 0	13 8
Flour or Biscuit.....	1 4	2 8	3 12	5 0	6 4	7 8	8 12	10 0	11 4
Potatoes... —or—	1 0	2 0	3 0	4 0	5 0	6 0	7 0	8 0	9 0
Beans.....	4	8	12	1 0	1 4	1 8	1 12	2 0	2 4
Sugar.....	4	8	12	1 0	1 4	1 8	1 12	2 0	2 4
Oatmeal.....	2	4	6	8	10	12	14	1 0	1 2
Butter.....	2	4	6	8	10	12	14	1 0	1 2
Dried Fruit, Jam or Syrup.....	2	4	6	8	10	12	14	1 0	1 2
Canned or Evaporated Vegetables.....	2	4	6	8	10	12	14	1 0	1 2
Cheese.....	1	2	3	4	5	6	7	8	9
Rice or Barley.....	1	2	3	4	5	6	7	8	9
Coffee.....	3	1	1½	2	2½	3	3½	4	4½
Tea.....	½	1	1½	2	2½	3	3½	4	4½
Salt.....	½	1	1½	2	2½	3	3½	4	4½
Pepper, oz.....	1-36	2-36	3-36	4-36	5-36	6-36	7-36	8-36	9-36

R.C.M.P.—RATION CALCULATOR, SINGLE SCALE, 1 TO 100.—Continued  
NUMBER OF RATIONS

ARTICLES	10	20	30	40	50	60	70	80	90	100
	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.
Beef.....	15 0	30 0	45 0	60 0	75 0	90 0	105 0	120 0	135 0	150 0
—or—										
Bacon or Corned Beef.....	10 0	20 0	30 0	40 0	50 0	60 0	70 0	80 0	90 0	100 0
Bread.....	15 0	30 0	45 0	60 0	75 0	90 0	105 0	120 0	135 0	150 0
Flour or Biscuit.....	12 8	25 0	37 8	50 0	62 8	75 0	87 8	100 0	112 8	125 0
Potatoes.....	10 0	20 0	30 0	40 0	50 0	60 0	70 0	80 0	90 0	100 0
—or—										
Beans.....	2 8	5 0	7 8	10 0	12 8	15 0	17 8	20 0	22 8	25 0
Sugar.....	2 8	5 0	7 8	10 0	12 8	15 0	17 8	20 0	22 8	25 0
Oatmeal.....	1 4	2 8	3 12	5 0	6 4	7 8	8 12	10 0	11 4	12 8
Butter.....	1 4	2 8	3 12	5 0	6 4	7 8	8 12	10 0	11 4	12 8
Dried Fruit, Jam or Syrup.....	1 4	2 8	3 12	5 0	6 4	7 8	8 12	10 0	11 4	12 8
Canned or Evaporated Vegetables	1 4	2 8	3 12	5 0	6 4	7 8	8 12	10 0	11 4	12 8
Cheese.....	10	1 4	1 14	2 8	3 2	3 12	4 6	5 0	5 10	6 4
Rice or Barley.....	10	1 4	1 14	2 8	3 2	3 12	4 6	5 0	5 10	6 4
Coffee.....	5	10	15	1 4	1 9	1 14	2 3	2 8	2 13	3 2
Tea.....	5	10	15	1 4	1 9	1 14	2 3	2 8	2 13	3 2
Salt.....	5	10	15	1 4	1 9	1 14	2 3	2 8	2 13	3 2
Pepper, oz .....	10-36	20-36	30-36	1-4-36	1-14-36	1-24-36	1-34-36	2-8-36	2-18-36	2-28-36

## APPENDIX VIII

R.C.M.P.—FIELD RATION CALCULATOR, FROM 1 TO 100

NUMBER OF RATIONS

ARTICLES	1	2	3	4	5	6	7	8	9
	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.
Flour or Biscuit.....	1 9	3 2	4 11	6 4	7 13	9 6	10 15	12 8	14 1
Beef.....	1 14	3 12	5 10	7 8	9 6	11 4	13 2	15 0	16 14
—or—									
Bacon or Corned Beef.....	1 4	2 8	3 12	5 0	6 4	7 8	8 12	10 0	11 4
Potatoes.....	1 4	2 8	3 12	5 0	6 4	7 8	8 12	10 0	11 4
—or—									
Beans.....	5	10	15	1 4	1 9	1 14	2 3	2 8	2 13
Sugar.....	5	10	15	1 4	1 9	1 14	2 3	2 8	2 13
Butter.....									
Oatmeal.....		5	7½	10	12½	15	1 1½	1 4	1 6½
Jam or Syrup.....	2½								
Dried Fruit, Canned or Evaporated Vegetables.....									
Cheese.....	1½	2½	3¾	5	6¼	7½	8¾	10	11¼
Rice or Barley.....									
Tea.....		1½	1½	2½	3½	3½	4½	5	5½
Coffee.....									
Salt.....									
Pepper, 144ths.....	5	10	15	20	25	30	35	40	45

R.C.M.P.—FIELD RATION CALCULATOR, FROM 1 TO 100.—Continued  
NUMBER OF RATIONS

ARTICLES	10	20	30	40	50	60	70	80	90	100
	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.	lbs. oz.
Flour or Biscuit.....	15 10	31 4	46 14	62 8	78 2	93 12	109 6	125 0	140 10	156 4
Beef..... —or—	18 12	37 8	56 4	75 0	93 12	112 8	131 4	150 0	168 12	197 8
Bacon or Corned Beef .....	12 8	25 0	37 8	50 0	62 8	75 0	87 8	100 0	112 8	125 0
Potatoes..... —or—	12 8	25 0	37 8	50 0	62 8	75 0	87 8	100 0	112 8	125 0
Beans.....	3 2	6 4	9 6	12 8	15 10	18 12	21 14	25 0	28 2	31 4
Sugar.....	3 2	6 4	9 6	12 8	15 10	18 12	21 14	25 0	28 2	31 4
Butter.....										
Oatmeal.....										
Jam or Syrup.....	1 9	3 2	4 11	6 4	7 13	9 6	10 15	12 8	14 1	15 10
Dried Fruit, Canned or Evaporated Vegetables.....										
Cheese.....	12½	1 9	2 5½	3 2	3 14½	4 11	5 7½	6 4	7 ¾	7 13
Rice or Barley.....										
Tea.....										
Coffee.....	6¼	12½	1 2¾	1 9	1 15¼	2 5½	2 11¾	3 2	3 8¼	3 14½
Salt.....										
Pepper, 144ths .....	50	100	1 6	1 56	1 106	2 12	2 62	2 112	3 18	3 68



# APPENDIX IX TABLE OF SALARIES—OFFICERS

Yearly Salary	Pay per month	Monthly pension abatement	March Pay in any year	March Pension abatement
\$1,650 00	\$137 50	\$6 88	\$137 50	\$6 82
1,700 00	141 65	7 08	141 74	7 12
1,750 00	145 83	7 29	145 87	7 31
1,800 00	150 00	7 50	150 00	7 50
1,850 00	154 17	7 71	154 13	7 69
1,900 00	158 33	7 92	158 37	7 88
1,950 00	162 50	8 13	162 50	8 07
2,000 00	166 66	8 33	166 74	8 37
2,050 00	170 83	8 54	170 87	8 56
2,100 00	178 00	8 75	175 00	8 75
2,150 00	179 16	8 96	179 13	8 94
2,200 00	183 33	9 17	183 37	9 13
2,250 00	187 50	9 38	187 50	9 32
2,300 00	191 66	9 58	191 74	9 62
2,350 00	195 83	9 79	195 87	9 81
2,400 00	200 00	10 00	200 00	10 00
2,450 00	204 17	10 21	204 13	10 19
2,500 00	208 33	10 42	208 37	10 38
2,550 00	212 50	10 63	212 50	10 57
2,600 00	216 66	10 83	216 74	10 87
2,650 00	220 83	11 04	220 87	11 03
2,700 00	225 00	11 25	225 00	11 25
2,750 00	229 17	11 46	229 13	11 44
2,800 00	233 33	11 67	233 37	11 63
2,850 00	237 50	11 88	237 50	11 82
2,900 00	241 66	12 08	241 74	12 12
2,950 00	245 83	12 29	245 87	12 31
3,000 00	250 00	12 50	250 00	12 50
3,050 00	254 16	12 70	254 24	12 80
3,100 00	258 33	12 91	258 37	12 99
3,150 00	262 50	13 12	262 50	13 18
3,200 00	266 66	13 33	266 74	13 37
3,250 00	270 83	13 54	270 87	13 56
3,450 00	454 16	22 70	454 24	22 80

## APPENDIX X

### Care and Operation of Mechanical Transport

#### GENERAL

1. Officers Commanding must see that all post chauffeurs are supplied with licenses to drive motor vehicles as required by the laws of the Provinces in which they are serving and no member of the Force may drive any police motor car or any other mechanical transport without the consent of the Officer Commanding, whether he is in possession of a license or not.

#### RESPONSIBILITY

2. Drivers of Mechanical Transport are warned that Crown Servants incur full responsibility in respect of injuries caused by their own personal negligence.

3. No one may drive a vehicle so as to endanger the life or limb of a passenger and it is a criminal offence, punishable with imprisonment, to cause bodily harm to anyone by wanton or furious driving or racing, or by wilful misconduct or wilful neglect.

#### RULES OF THE ROAD

4. Rules of the road are to be strictly observed. The driver of any vehicle must keep to the off or right side on meeting any other vehicle. In overtaking another vehicle the rule is to pass on the near or left side of the vehicle, but in applying this rule due attention must be given to Provincial Regulations.

5. From half an hour after sunset to half an hour after sunrise two efficient lights must be displayed to the front and indicating the extreme width of the vehicle. In addition a red light must be shown to the rear and the back registration number plate must be illuminated.

6. Motor cyclists must display one efficient light to the front and a red light to the rear and either the front or rear registration number plate must be illuminated.

7. A report should be made in writing to the Officer Commanding as soon as possible after the occurrence in all cases of damage, breakage, loss of parts or equipment, damage to public or private property, roads, bridges, etc., and accidents of any description to persons, property or vehicles.

#### WHAT TO DO IN CASE OF ACCIDENT

8. Particulars should be noted by the driver in cases of accident and a report rendered subsequently, accompanied by a rough sketch if possible, showing:

- (a) The position of the vehicle or vehicles immediately before and after the accident.
  - (b) The direction of travel.
  - (c) The track of the vehicle or vehicles and the distance of the track or tracks from the edge of the road.
  - (d) The width of the road.
  - (e) The position of any person, vehicle or object which may be relevant to the accident.
  - (f) The names and addresses of witnesses of the occurrence including the owners of the vehicle or vehicles concerned.
  - (g) Whether the conventional signs of approach or turning were given.
  - (h) The speed of the vehicle or vehicles concerned.
  - (i) What warning was given by bell, horn, etc.
  - (j) At night, whether the lamps were properly displayed.
  - (k) The condition of the road surface.
  - (l) Any particulars as to the manner in which the other vehicle was driven.
9. Where there are city or town police forces having jurisdiction at the scene of the accident, they must also be notified immediately.
10. In the case of an accident involving injury to any person, a note should be made as to:
- (m) Whether the injured person was to blame.
  - (n) Whether the case was an accident beyond the control of either party.
  - (o) The accident and nature of the damage or injury caused to persons or property, with a note as to the previous existence of any obvious defect.
11. Money should not be given to anyone involved in an accident and care should be taken to say or write nothing which could be construed into an admission of liability.

#### LOSS OF EQUIPMENT, TOOLS OR STORES

12. When any article of equipment, tools or stores are lost on the road, the Officer, N.C.O. or driver should at once report the same to the nearest police station or the next policeman he meets.

#### ECONOMY IN GASOLINE CONSUMPTION

13. Economy in the use of Gasoline should always be exercised.

14. Wastage is often caused by drivers allowing their engines to run whilst the vehicles are stationary. Engines should be switched off immediately the vehicles are stopped.

15. Violent acceleration and driving with fully open throttles should be avoided.

16. The petrol should be shut off at the cock between the petrol tank and the carbureter when the vehicles are standing in the garage.

17. Waste may be prevented when filling petrol tanks by ensuring that proper fillers are employed.

18. Any engine defects that lead to uneconomical running should be attended to as soon as possible. The following parts, if not in good order, are liable to cause undue petrol consumption and should therefore be especially examined in order to prevent waste:

1. Tap between the petrol tank and carbureter.

2. Carbureter needle valve, if not properly ground in may cause flooding when the car is standing.

3. Unions and joints, if not kept tight, may be a source of leakage.

19. In addition to the foregoing, if the brakes on a vehicle are not properly adjusted they may be binding and so lead to extra fuel being required.

#### PREPARATION OF THE VEHICLE FOR DUTY

20. Before proceeding on duty with a vehicle the driver should satisfy himself on the following points:

(a) That there is sufficient oil in the engine and that the lubrication system is working properly.

(b) That the radiator and petrol tank are filled.

(c) That the gear box, back axles, universal joints steering box and all lubricators are properly filled with the correct lubricant.

(d) That both brakes are working effectively.

(e) That the spares, accessories and equipment are correct and in a serviceable condition.

(f) All nuts and bolts should be gone over with a spanner especially those securing the springs to the axles.

#### RETURNING OFF DUTY

21. On returning off duty the following points should be attended to:

(a) Accumulators, if carried should be tested to ascertain if they require recharging.

(b) In frosty weather, or when a frost appears probable, frost precautions should be taken.

(c) Any defect, loss or accident should be reported.

#### CLEANING OF VEHICLES

22. All dust should be removed from the mechanism and moving parts, the most inaccessible parts being cleaned first.

23. Chains should be well cleaned and greased.

24. All brakes, steering and transmission moving parts should be examined at joints and well washed in paraffin.

25. The body work of motor cars should be cleaned with a hose and sponge, then polished with a chamois leather.

26. Waterproof upholstery should be sponged over with clean water and dried with a cloth or chamois leather.

27. Grease or oil on the wheels, etc., may be removed by the use of paraffin.

#### TAILBOARDS

28. Tailboards of trucks should not be allowed to swing or drop, but should always be properly closed, or in the case of overhanging loads, chained before moving off.

#### PRECAUTIONS AGAINST FIRE

29. Every motor vehicle should be equipped with a fire-extinguisher, which should be kept fully charged, and the driver should know how to use it.

30. Great care should be exercised when filling petrol tanks that no naked light is near and that no petrol is spilt on the hot exhaust pipes. Petrol tanks should be filled in daylight whenever possible. If filling at night is unavoidable the driver should see that no light other than electric is burning and that no person is smoking close to the car.

#### CARE OF VEHICLE EQUIPMENT, TIRES AND TUBES, ETC.

31. The tool box should be kept clean and tidy and free from Oil and dirt.

32. Pneumatic tubes will be carried rolled up with the valves and dust caps protected with a piece of canvas or cloth to prevent injury to the tube. If carried in the tool box they should be placed in such a position that they cannot be injured by vibration, or by rubbing against other parts, such as the jack or tools, etc.

33. The pump should be carried in such a position that the guage and rubber tubing cannot be damaged by vibration or contact with other parts.

34. The tools should be kept together either wrapped up in a holdall, or canvas wrapper, and be clean and free from oil, etc.

35. Spare inlet and exhaust valves should not be carried in the same place as the tools. The valves must be carried either in a small box, or wrapped in canvas so that the valve head is protected.

36. Spare sparking plugs should not be carried in the same place as the tools, but should be placed in a box or other receptical provided for the purpose, or carefully wrapped in waste or rag.



37. Cotton waste or cloth sponge should always be carried on the vehicle.

38. When a spare cover or complete wheel with tire is carried care should be taken to see that the beading and sides of the cover are not being damaged by contact with the iron brackets supporting the same.

39. Accumulators when carried, should be packed up in their boxes so that they cannot be damaged by vibration. Terminals should be kept clean and when not in use greased over. If there is any sign of the acid leaking, the accumulator must be removed at once for repairs.

40. Lamps: Great care should be taken to ensure that lamps are really ready for use. Much unnecessary delay is often caused in emergencies through neglect to have lamps properly cleaned and in working order, especially acetylene headlamps. The rubber connections of acetylene headlamps require particular attention, as the rubber is likely to perish. All piping must be frequently blown through to remove moisture and dirt. Acetylene lamps should be blown out and not allowed to burn out as the latter method soots up the burners.

41. Most Motor vehicles are fitted with electric lighting sets and it is most important that drivers should be instructed in the proper care and maintenance of the accumulators or batteries forming part of these sets. Damage and neglected condition of lighting sets are generally due to some of the following causes:—

- (a) The cases of the cells become broken when these are carried loose in the battery box and are allowed to move about, instead of being wedged with suitable blocks to prevent movement.
- (b) Accumulators are sometimes lifted by the terminals out of the battery box. This practice is liable to tear away the top of the cell and should never be adopted.
- (c) All loose wires should be securely fastened to avoid chafing and consequent "shortening".
- (d) The burning out of fuse wires is generally due to loose wires or terminals. Hence in the blowing of a fuse, loose terminals should be looked for. The correct size and kind of fuse wire only should be used. The use of copper wire and other materials capable of carrying an excessive current will cause the burning out of the dynamo and other injury to the system.
- (e) Not taking advantage during the day to utilize the dynamo for properly charging the accumulators, with the result that the plates become badly sulphated owing to the batteries becoming unduly discharged.

- (f) Dynamo belt slipping, which is denoted by violent oscillations on voltmeter and ammeter.
- (g) Accumulators overcharged owing to the charging switch being always kept on when the vehicle is running, when there is a great tendency for the cells to "gas" too freely, with the result that the level of the liquid in them is unduly powered.
- (h) Incorrect level of acid.
- (i) Impure water being added to accumulators.
- (j) Incorrect strength of Electrolyte in Cells.

42. Tires and tubes: Spare wheels, complete with fitted tire should, where possible, be carried protected from rain etc. Water though harmless to rubber, should not be allowed to reach the canvas casing of the tire. Vehicles should not be washed with the tires deflated.

43. Small cuts in covers should be filled up properly and treated as soon as they are observed, otherwise they enlarge rapidly, allowing moisture to penetrate to and rot the canvas.

44. If unduly rapid wear, especially on front covers is observed, the alignment of the wheels should be tested without delay, and the steering arms should be reset if the wheels are out of track.

45. Tubes should not be exposed continuously to light, which has a deteriorating effect on the rubber.

46. When rolled tubes should be treated with French chalk, which helps to prevent damage from friction, etc.

47. Oil and grease are deadly enemies of rubber, and should be removed with a little petrol as soon as their presence is discovered.

48. When fitting inner tubes the following points should receive particular attention:—

49. Tubes and the inside of covers should be rubbed over with French chalk before fitting. It should be ensured, however, that no accumulation of the latter is allowed to remain in the cover, otherwise it gathers into lumps and damages the tubes.

50. After a tube is fitted in a cover, and before the outer head is fitted to the rim, the tube should be slightly inflated, in order to reduce the tendency to "nip". The pressure on the tube should be such that it does not affect the fitting of the outer bead.

51. Tubes should be so fitted that the valve bodies are fair and not "canted", otherwise the bodies tend to tear away from the tubes. Security bolts should also be fair and the canvas tops should be even and not doubled up. Bolt valves should invariably be used when security bolts are not fitted. Precautions should be taken to prevent any nipping of the valves.

52. General: Pneumatic-tired vehicles should never be overloaded or tire trouble will ensue.

53. The life of tires is naturally greatly prolonged by careful and considerate driving. In this connection the undermentioned are points which cannot be impressed too often on drivers:

- (a) Do not jamb on the brakes.
- (b) Shut off power and declutch in time.
- (c) Let in the clutch gradually and get the vehicle away smoothly.
- (d) Never accelerate violently, except in cases of extreme urgency.
- (e) Ease off when rounding corners.
- (f) Drive as much as possible on the crown of the road.
- (g) Drive slowly over freshly laid and unrolled gravel and road metal. Either declutch and let the momentum of the vehicle carry it over the stones, or change to the lowest speed and drive very slowly.

54. As all tires do not receive equal wear, their life may be prolonged by changing them round after reasonable intervals.

#### LUBRICATION AND LUBRICANTS

55. After motor vehicles have sufficient mileage on one supply of oil, the oil should be removed from the crank chambers, steps being taken to ensure that all passages and oil strainers are clear. The crank chambers should then be replenished with fresh oil. In the case of new vehicles, the oil should be replenished often, according to the kind and make of vehicle.

56. Oil leakages from the engine, etc., caused by defective joints should be corrected at once.

57. A regular routine for lubrication should be adopted to avoid lubricators being missed, and it is advisable, when possible to go round the vehicle on return from a journey, when working parts are warm, as grease will then flow more easily.

58. Spare lubricant carried on vehicles should be kept free from dust or grit.

59. When refilling the crank chamber of an engine care should be taken that grit, etc., does not enter. Similar precaution must be taken with gear box, back axle covers and other lubricators, e.g. all road grit should be removed.

POINTS TO BE OBSERVED WHEN OVERHAULING OR INSPECTING A  
VEHICLE OR IN CASE OF TROUBLE ON THE ROAD, ETC.

60. The following remarks are merely intended as a guide and must not be taken as covering all the points which may require attention:

(a) *Engine*—(Check for electric trouble—see para. 41, and test for current).

Ascertain if there are any leaks, cracks, or defects in the water connections.

Is the radiator choked?

Are the spaces between the tubes clean?

Is the filter in position and the overflow pipe clear?

Is the cooling fan in working order? And the belt?

Is the fan bracket tight? and the driving pulley?

(b) *Controls*:

Are all parts in working order?

Does the throttle close properly?

(c) *Running*:

Does the engine knock or thrump whilst working?

Does the engine accelerate freely?

Check the working of the oil gauge or indicator.

Are the cylinder water jackets cracked?

Are the water connections tight?

(d) *Compression*:

Examine all valve caps and compression cocks for signs of leakage.

(e) *Details*:

Are all bolts secure?

Are there any leakages of oil or water?

Are the engine bearer brackets tight?

Is the correct grade of oil being used?

Are the crankcases arms cracked?

Check the oil level in the crankcase.

(f) *Accessories*:

Is the oil filter clean?

Is the oil in the crankcases free from grit?

Examine the carbureter and pipes for flooding, leakages, etc.

Also the petrol tank taps, unions, pipe and filter.

Does the starting handle engage properly?

Is the silencer in good order and not choked? Are the exhaust pipes joints in good order?

(g) *Front axle and steering*:

If built up type, are rivets tight? Is it cracked or bent?

- (h) *Tires:*  
 See that the tires are in good condition and are not loose in the wheels.  
 Are they properly inflated and the wing nuts or security bolts tight?
- (i) *Springs:*  
 Examine for broken leaves and loose spring clips.  
 Has lubrication of shackle pins, leaves, etc., been properly attended to?
- (j) *Wheels:*  
 Are any spokes cracked?  
 If riveted, are the rivets tight in the rim and wheel centres?  
 If wooden are the spokes tight, and is there shrinkage of the felloes?
- (k) *Axle Arms:*  
 Do the swivel arms pivot freely over the full range of the steering lock?  
 Do the stops to prevent the wheels being "locked" too far come into proper action?  
 Is the alignment of the front wheels correct, i.e., are the wheels inclined slightly inwards rather than outwards?
- (l) *Steering:*  
 Is the steering box tight in the frame?  
 Are all steering joints properly lubricated?  
 Are the joints properly protected with leather covers in cases where covers are necessary?
- (m) *Clutch:*  
 Is the clutch pedal free when at rest?  
 Does the clutch stop work properly?
- (n) *Gear Box:*  
 Examine gear box casing externally for cracks and leaks of oil.  
 Are the bolts which hold it down sufficiently tight?  
 Examine the universal joints between the clutch and gear box for excessive wear.
- (o) *Foot Brake:*  
 Is the drum tight on the shaft?  
 Do the shoes release properly when the brake is taken off?  
 Is the operating mechanism in good order?  
 Are any cam shafts seized?
- (p) *Hand Brake:*  
 Does the brake grip properly and equally on both wheels?  
 Are the brake cam shafts seized?  
 Do the brakes release properly?



Are the operating rods damaged by wear where they have fouled another part?

Is the ratchet of the hand brake in good order?

Are the pull-off springs in good order?

(q) *Rear Axle:*

Examine rear axle casing for cracks or leakages of oil? If a tie rod exists, is it "taut".

A broken tie rod should be replaced at once.

Ascertain if the road wheel retaining nuts are tight up to the shoulder. If found loose examine all threads to see if they are stripped.

Are the spring palm collars free on the axle and properly lubricated?

(r) *Electrical:*

Often examine all connections from the battery to the spark plugs and make certain they are properly secure. Test for current, as in 60-a.

## APPENDIX XI

### Northern Winter Dog Trips—Equipment for

#### NORTHWEST TERRITORIES AND THE WESTERN ARCTIC

Equipment for party of three persons, travelling with two trains of five dogs each. (Note:—The following is only intended as a guide—local conditions differ).

- 10 dogs (Five to a team).
- 2 toboggans with head ropes or a sled if conditions permit.
- 10 dog chains, heavy.
- 2 whips (Country made).
- 2 wrappers sled, moose skin or canvas (Country made).
- 10 sets, dog harness (single).
- 2 lashing ropes for toboggans or sleds.
- 2 canvas sled covers.
- 3 pairs snowshoes, tracking (Country made); dog shoes, according to time of year (Country made).
- 1 tent. Can be used on Western Arctic coast, if desired.
- 1 camp stove. Can be used on Western Arctic coast, if desired.
- 1 knife, butcher, 8 inch blade.
- 2 pans, fry, No. 5.
- 3 kettles, nested, aluminum heavy, largest 6 quarts.
- 3 cups, enamel.
- 3 plates, enamel.
- 3 knives.

- 3 forks.
- 3 spoons, table.
- 3 spoons, tea.
- 2 axes, 2½ pounds.

### *Bedding.*

- 1 robe eiderdown, for each man.
- 1 untanned winter deer skin or good blanket for mattress for each man.

### *Clothing.*

- 2 suits underwear, for each man.
- 2 top shirts, for each man.
- 1 fur cap, for each man.
- 6 pairs wool socks, for each man.
- 2 pairs duffle socks, ankle length (Country made), for each man.
- 2 pairs stockings, for each man.
- 1 Cardigan jacket, for each man.
- 2 pairs skin artiki, for each man.
- 1 deer skin artiki, for each man.
- 1 snow shirt or parka (canvas), for each man.
- 2 pairs mitts heavy wool or duffle, for each man.
- 2 pairs mitts, moose skin, for each man.
- 6 pairs moccasins, moose skin or number according to length of trip. (On the coast, sealskin boots are good substitutes and at times better).

### *Extras.*

- 1 pocket compass.
- 1 sewing outfit, sinew, thread and needles.
- 1 small medicine chest.
- 1 tool pad with contents complete.
- 1 cod light line for repairs.
- 1 bundle babiche for repairs.
- 1 rifle, .303 and ammunition.

### *Food.*

Bacon in slab best, baking powder, beans, rice, flour or biscuits, sugar, tea, coffee, salt, pepper, desiccated potatoes, marmalade or syrup, condensed milk, matches, candles.

In estimating quantity of provisions required for a patrol, the same standard of weight can be used as that set forth under Eastern Arctic.

A good supply of bannock and beans should be prepared before starting on a trip.

Beans should be boiled (split peas mixed) and small pieces of bacon added, then frozen and put in bags, the same as potatoes. Sufficient of both can be taken in this way to

last a long time, and take up little room, weight is saved, much convenience in packing, and more varied diet is afforded.

All food should be put in bags to cut down bulk.

#### BANNOCK

Before starting, men should learn to bake bannock, which can be done in the evening at the camp fire, and sufficient made to last over the following day. For short trips, however, sufficient bannock should be baked before starting.

#### RECEIPT FOR MAKING BANNOCK

Four cups of flour, with a tablespoon of baking powder and one of salt mixed, bacon fat or lard with sufficient lukewarm water to make a stiff dough.

#### BAKING BANNOCK AT CAMP FIRE

Smooth out the dough until it is about  $\frac{1}{2}$  inch thick, place in a frying pan, prick well with a table fork, stand the pan facing the fire and put hot ashes at its back. Turn bannock frequently until done. Bannock may be carried in a frozen state and is easily thawed out.

The open camp, well sheltered in the timber, with large log fire, snow scraped away and fir boughs laid down is comfortable.

Tents and Camp stoves are not generally necessary in timbered sections of the country, but can be used with satisfaction on Western Arctic where fire wood can be obtained.

Bacon in the slab with the rind on is most convenient for packing and may be cut with a knife when frozen if exposed to the fire for a short time.

#### WEIGHT

Close attention should be paid to keeping down weight, nothing should be carried but what is actually necessary, this is important.

#### DOG FEED

Dogs should only be fed in the evening and at noon when travelling. Noon feed to be small.

Dried fish or seal meat for dog feed when travelling is superior and can usually be obtained in the country. When these are not obtainable green fish, whitefish preferable average weight 3 lbs. each for packing on sled will be found satisfactory. Two fish about 6 lbs. per diem per dog, green. Fish to be well thawed at camp fire before feeding.

## DOG PEMMICAN

Three lbs. per dog per diem. Is the handiest form of dog feed to carry on a winter's trip, and is easily prepared as follows:—

Coarse odds and ends of beef, to be first dried then ground or shredded. Fat of beef to be rendered and whilst hot poured over the beef, which is to be well stirred. The mass should then be put in bags of convenient size for packing on dog sleds.

## ESTIMATES FOR DOG FEED

Eight dogs, 3 pounds of pemmican per diem each, 24 lbs.  
8 dogs, 6 pounds of green or raw fish per dog per diem 48 lbs.

NOTE.—As a rule, feed can be obtained en route, if not "caches" will have to be made for the return journey.

## DIARY

Foolscap book, unruled, flexible waterproof cover, subject headings upon which reports are required should be noted on the inside of the front cover.

## NORTHERN WINTER DOG TRIPS—EASTERN ARCTIC SUB-DISTRICT

Equipment for party of two persons travelling with one team of dogs.

1 Komitik, 14 feet long in Winter. 16 or more feet long after end of March.

10 dogs for ordinary journey.

12 dogs for long journey or rough country or rough ice.

1 Whip 30' long.

12 harness and 2 spares.

60 feet rope,  $\frac{1}{4}$  inch for Komitik lashing.

1 Komitik cover, 6 ft. wide and length of komitik (canvas).

1 small tent—will be found satisfactory after end of March when no gale.

1 medicine chest, small.

1 sealing harpoon, with lines and spear attached.

2 butcher knives, 10 to 12" long.

1 frying pan, large.

1 tea kettle, one gallon (nickel or aluminum).

1 stew kettle, one gallon (nickel or aluminum).

1 axe large, 3 lbs.

1 axe, small (Hunter).

1 pr. pliers, flat-nose.

2 cups, enamel.

- 2 saucers, enamel.
- 2 plates, enamel.
- 2 knives, table.
- 2 forks, table.
- 2 spoons, table.
- 2 spoons, tea.
- 2 primus lamps (optimus).
- Repairs for Primus lamp-swivel keys, nipples, washers, etc.
- 1 gal. coal oil per week for proposed duration of patrol.
- 2 cubes canned heat per day for proposed duration of patrol.
- 1 lb. candles per week for proposed duration of patrol.
- 1 rifle, .303.
- 200 rds. ammunition.
- 1 chart of Northern district.
- 1 pocket compass.
- 1 tool pad, with contents complete.
- leather needles, large.
- leather needles, small.
- Deer sinew for sewing.
- 2 doz. screws, assorted sizes.
- 1 dressed seal skin for repairing harness.
- 4 lbs. big seal line for spare traces.

#### *Bedding.*

Each member of patrol should be provided with:—

- 1 Eiderdown robe.
  - 2 large deer skins or 1 large polar bear skin for mattress.
- (The latter is large enough for two men to lie on).

#### *Clothing.*

Each member of patrol should be equipped with the following articles:—

- 1 heavy kouletah, deer skin to be worn outside.
- 1 light artiki, deer skin, to be worn next to skin with hair inside.
- 1 pr. pants, heavy deer skin, to be worn outside.
- 1 pr. pants, light deer skin, to be worn next to skin with hair inside.
- 2 prs. mitts, heavy deer skin for outside use.
- 2 prs. mitts, light deer skin, for inside use.
- 2 prs. socks, light, deer skin, reaching to ankle, to be worn with hair next to skin.
- 2 prs. stockings, heavy deer skin, reaching to below knee.
- 2 prs. Issaga or short shoes, made from big seal skin, to be drawn taut below ankles with cord. An additional sole of dog skin or bear skin with hair outside can be sewn on these and will prevent cold feet while standing about.



No underclothing, socks, woollen mitts or sweaters are required with the above.

If deer skins are not procurable the following articles are required:—

- 2 pairs short duffle socks reaching to ankle.
- 2 prs. long duffle socks reaching to shins.
- 2 prs. duffle mitts.
- 2 clean good suits underwear.
- 1 good sweater-pullover.

In addition to the duffle apparel, the following articles are essential for travelling in the Eastern Arctic Sub-District.

- 2 prs. long deer skin stockings, reaching to below knee.
- 2 prs. deer skin mitts.
- 1 deer skin Kouletah, heavy.
- 1 pr. deer skin pants, heavy.

In preparing provisions for a long patrol, an allowance of 3 pounds of solid food, such as oatmeal, biscuits, beans, and corn beef or bacon per man each day, should be made. This in most cases will give about five days surplus provisions in a month in case of accident or delay. If fresh meat is taken  $\frac{3}{4}$ -pound extra per day for each man should be allowed.

Bacon carried in the slab and enclosed in the sealtight packing will be found most convenient. This will prevent dogs from eating it and when being prepared for cooking it can be taken in the igloo for a short time, and will be found to cut quite easily.

If Pemmican is required for rations this can be made from corn beef or any preserved meat with 1 pound of sugar and 2 pounds of beef fat to 10 pounds of meat. Mix well together and roll in balls about two or three to the pound.

Condensed Milk will be found to have good value in case of a shortage of provisions caused by accident or delay.

A half a pound of Chocolate per day should be included in rations for patrols.

The same articles of diet will be found convenient and satisfactory in the Eastern Arctic as those shown under the Western Arctic.

It will be found impossible in the Eastern Arctic to carry sufficient dog food to feed dogs every day or every second day on a patrol covering several weeks, as it cannot always be obtained by hunting when needed. It is therefore necessary that no suitable opportunity to secure dog feed should be overlooked when on patrol.

The most serviceable wood for komitiks in the Eastern Arctic is White Spruce cut to size  $2\frac{1}{2}$  inches thick and dressed both sides, 10 inches wide and 16 or 18 feet long. Nappok or cross-bars for komitiks made of one by four inch dressed oak.

Shoeing for komitik should be steel  $\frac{1}{8}$ -inch thick,  $2\frac{1}{2}$  inches wide and the length of the runners, plus 2 feet for turning at the front and back. These can be substituted for winter travelling in cold weather by whale bone shoeing or over the steel runner place strips of wet sacking to completely cover runners, allow them to freeze, then cover them with a coating of decayed moss and earth and when frozen hard plane smooth and smear with water.

## APPENDIX XII

### Care and Treatment of Dogs

The following general notes on the care and management of dogs are only intended to give the inexperienced member of the force an outline of a few important principles upon which he may make a beginning in becoming successful in handling dogs.

Conditions differ in each district and it is not possible in this appendix to give minute directions concerning the styles of driving, dog harness and the varying methods of arrangement in the different localities.

Practical instruction in dog driving will be given to members of the Force selected for northern duty, either before they leave or on arrival at their respective northern detachments.

The principles set out below are important and should be understood by all ranks.

#### GENERAL

Most dogs, like other domesticated animals appreciate kindness. The character of a grown dog invariably reflects the treatment he received in puppyhood.

#### BREEDING

In selecting dogs and bitches for breeding purposes, the most essential points to be considered are size, build, coat, pace and disposition.

The first is chiefly for the sake of weight and appearance; the second for strength and stamina; the third for protection purposes, to keep the dog warm and help him to maintain his condition during cold and stormy weather, under the worst possible conditions, when necessary; the fourth is more important than is generally believed, especially when dogs are driven tandem style.

A strong uniform step and pace enable the team to travel faster and with less exertion than dogs assembled promiscuously without this consideration, the fifth, a gentle and

kindly disposition will obviate, to a great extent, the ever present prospect of plunging from one's blankets during the night to stop a fight, and the possibility of being bitten by a high strung, nervous dog, which has been cowed by the whip, or the progeny of bad tempered stock.

A bitch carrying pups should not be worked more than a month after being bred, and if the raising of pups is important, she ought not to be worked at all after breeding. She should be well fed, but not gorged, with food, before and after birth of pups, and if this is done the size of the litter she raises up to six or seven hardly matters. In the event of a large litter and the bitch being a good mother, she should be fed all she can eat daily after the pups are one month old. A bitch that is a poor mother is almost worthless.

#### PUPS

Pups of the ordinary train dog, for the first month after birth require very little care but that of the mother except protection from snow, wind and rain. They should however, be handled almost daily from birth to banish all fear of man.

They should be taught to eat by giving them choice morsels daily of the best dog food available at twenty-five to thirty days old. They will be naturally weaned by the mother at about six weeks old.

After weaning, the pups should be fed and handled daily until they are ready for harness.

The energy, courage and endurance of a train dog that has been well fed and well handled until he has reached full growth is nothing short of remarkable and is displayed most forcibly at times when he has to endure starvation and still continues to work hard.

#### TRAINING

Pups that have been well fed are ready to work at seven or eight months old. Five to ten miles is far enough to drive them in harness for the first few days, or until they have overcome their timidity, except where pups have been following a team for many days before being harnessed. To allow pups to follow a team on short trips about the post before being harnessed is an excellent method of getting them acquainted with the scores of mannerisms and tricks they have to learn. They invariably run immediately ahead of the team or right among them, so that when they are harnessed they are quite contented and unafraid.

Pups ought never to be driven to the point where they are thoroughly tired during the first two months work. This

sometimes happens, however, in cases of necessity, but in such cases it usually has some bad effect on the dog and sometimes ruins him for life.

Young dogs should always be spared the whip and starvation, if possible, during their first year in harness.

#### MANAGEMENT

Only experience will teach a person the hauling power of a full grown dog, and the distance a team can be driven each day, because these points are effected by varying conditions, such as depth of snow, temperature, condition of the road and condition of the dogs. For instance, without considering any special circumstances, a load of one hundred pounds or more per dog could be hauled by a team twenty-five to forty miles a day over a fair surface in cold weather, but in dull mild weather, it would tire a team to haul fifty pounds per dog twenty five miles over a fair surface. In any case a driver can always save his team by assisting them in a heavy pull and by manoueuering the sled to avoid an obstacle that will cause a super exertion.

A good train dog should weigh eighty-five to ninety-five pounds; a bitch is generally fifteen to twenty-pounds lighter. A small dog almost invariably eats as much as a large one and is less useful.

The points of a good train dog are consistent with those of any other animals of power and speed. He should have good depth of shoulder, breadth of chest, well tapered body, long straight legs, and a good thick coat, but not long and shaggy.

Train dogs should be exercised at least every second day when not working. They should be physiced occasionally when about the Post.

At all Posts where dogs are kept dog remedies such as sulphur, Epsom Salts, worm powders and disinfectant lotions should be kept on hand.

Police dogs when not working must be kept under control in a corral or kept tied up to prevent danger to women and children.

To assist in keeping the dogs in good health they must be exercised at least every second day as already stated. This paragraph is an order which experience has found necessary and is to be observed as though it were set out in a paragraph of the Rules and Regulations.



## APPENDIX XIII

### Ceremony to be Observed at R.C.M.P. Funeral

A firing party, consisting of 1 sergeant, 1 corporal and 12 Constables will attend to fire three volleys at the funeral of all officers, N.C.O.'s and Constables:

The bearer party, consisting of a N.C.O. in charge and 6 bearers, the rank of whom will depend upon the rank or status of the deceased, will see that the flag, headdress, side-arms and wreaths (if any) are properly arranged on and tied to the coffin to prevent them from falling.

The Firing Party will be drawn up two deep, one pace interval between files, facing the building where the body is placed. The N.C.O. in charge will give all words of command and be posted in rear of the party. Arms will be at the slope. As soon as the body is brought out of the building by the bearers, the sergeant in charge of the firing party will give the command Present Arms. When the coffin has been placed on the gun carriage or in the hearse and the cortège is ready to move off, he will give the following words of command. Reverse Arms, right (or left) turn, Slow March.

The Police or military mourners, band and drummers with drums muffled will have formed up in two ranks facing inwards with two paces interval between men and eight paces distance between ranks, through which the firing party will pass.

The procession will then move off in the following order:  
Firing party.

Band and drummers moving in their proper formation.

Body. Pall bearers.

Mourners (Police and civilian).

Troops lining the route (if any) will follow in fours commencing on the inner flank; the men reversing arms in succession as they break into slow time.

Usually, bearers will march on either side of the gun carriage, but if pall bearers are present, they will march on either side of the gun carriage, and the bearers immediately in rear of the gun carriage.

The band or drums will commence to play the "Dead March" when about 300 yards from the mortuary and continue for such a distance as the officer in charge may have ordered before marching off. The firing party will receive the command "Quick March" (the remainder conforming) when the band or drums cease playing.

When at a convenient distance from the cemetery and at the instance of the officer in charge, the sergeant in charge



of the firing party will give the command "Slow March" and the band or drum will recommence playing. When marching in slow time arms will be carried at the reverse, in quick time at the trail, as detailed in the various training manuals. During the march, arms may be changed, but the party will not march at ease.

When the head of the procession arrives near the ground where it is to meet the officiating minister, and prior to the sergeant in charge of the firing party giving the command Halt, the ranks of the firing party, the head of the procession, and the band and drums, will open out to six paces distance, and will halt at the command of the sergeant in charge of the firing party. The order will then be given Inwards turn, Rest on your arms reversed.

The coffin will then be removed by the bearers and carried feet-end foremost to the place of internment (or first to the chapel, if desired) and placed on the right of the grave. The right of the grave is determined by looking towards its head.

The order of the procession will now be; officiating minister, body with bearers, mourners, band and drums, firing party. Should the band be required to take part in the service, they and the drums may precede the body to the grave in quick time. In that case they will not open out and halt.

The mourners will then file around the grave, halt and turn inwards without word of command, the firing party will follow the mourners, and will be halted near the grave under the orders of the sergeant in charge, who will give the following commands; Attention—Reverse Arms—Ranks, right and left turn—slow march—halt—left—turn—Rest on your arms reversed.

During the service at the graveside (except when the actual burial takes place in a sacred building) the head-dress of those attending in uniform in any capacity will not be removed.

Prior to the coffin being lowered into the grave, the flag, head-dress, sidearms and wreaths will be removed. At the conclusion of the service, if the volleys are to be fired, the sergeant will give the following commands:—

Firing party—Present arms—Slope Arms—Volleys (with blank cartridges), Load—Present—Fire. (Two more volleys will be similarly fired) Unload—Order arms—Slope arms—Present arms. The band (if present) should play after each volley, firing party remaining at the Present.

The buglers will then sound the Last Post—a short interval—then reveille. Firing party will slope arms, the command being given immediately reveille sounding has ceased.

The band and drums will be formed up ready for moving off.

The sergeant in charge of the firing party will now give the commands; Sections right—Quick march. The band and drums will lead, followed by the firing party and military mourners, who will form fours as they march off without word of command.

The band will not play, nor the drums beat, until the party is entirely clear of the burial ground.

At funerals where troops are detailed to line the route they will be required to present arms to the funeral cortage first, and reverse arms before again resting on their arms reversed. They will normally present arms as the head of the funeral cortage approaches them and rest on their arms reversed as the firing party approaches.

Officers attending funerals as mourners will not draw swords, and with other ranks (except the firing party) will march in order of seniority from front to rear.

Officers on duty with troops will draw swords. When such troops present arms, officers will salute with their swords as laid down in the various training manuals.

Should it happen that officers on duty with troops proceed to the graveside for the service, they will return their swords before reaching that place.

During the sounding of the Last Post, all troops under arms (except the firing party) will stand at attention and officers will salute, but not whilst Reveille is being sounded.

In the case of the funeral of a mounted officer, N.C.O. or Constable a charger or suitable horse will be led by a constable immediately behind the gun carriage. The jack boots of the deceased will be placed in the stirrups, but reversed, i.e. left boot in the right stirrup and heels to the front.

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NOTE.—The index set forth in the following pages, in some instances, indicates the beginning only of several paragraphs on any given subject. It will be necessary, therefore, to always make certain that all relative paragraphs following that indicated have been read in connection with any particular matter.

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